



The Gund Company, Inc.

Quality Assurance Technician

Seeking a hands-on, proactive results-oriented team player to coordinate the efforts of driving quality improvements using lean techniques.

Summary of essential job functions:

- Maintain Quality Manual, Process Manual and other control documents of the Quality System.
- Performs Internal Audits of the Quality System.
- Coordinate External Audits of the Quality System with auditing bodies.
- Completes, processes, tracks, and maintains Quality System Action Forms.
- Assist other departments with Process Improvement efforts.
- Coordinate the development of continuous improvement techniques.
- Track and assist in the resolution of nonconformance's and corrective actions.
- Other duties as assigned by the Quality Director.

Minimum Requirements:

- 2-3 yrs experience as a Quality Control Technician in an ISO 9000 environment.
- Excellent computer skills especially with Microsoft Word, Excel, and PowerPoint.
- Experience with reading and interpreting technical drawings.
- Strong math skills and detail oriented.

Please remit resume with salary requirements for further review to ddenson@thegundcompany.com