



**Cadorath** takes pride in our company, our employees and our products, we are currently looking for a **Quality Assurance Representative** to join our team. This position is full-time and typically reports to the Director of Engineering.

As the Quality Assurance Representative, the successful candidate will be contributing to continuous improvement in quality and will work regularly with the Quality Manager.

**DUTIES & RESPONSIBILITIES:**

- Providing Quality Assurance (QA) and ensuring ongoing compliance with the Quality Management Systems within Cadorath
- Maintain effective communications with Customer Service, Engineering and Purchasing personnel to provide support and troubleshoot quality issues
- Assist the Quality Manager in Processing Customer complaints
- Work in conjunction with the Quality Manager to process warranties
- Assist with internal audits to ensure adherence to the QA program and regulatory requirements
- Assist Senior operators with First Piece Inspection
- Perform incoming verification paperwork and batch inspections on Raw material
- Assist with Final Inspection and Release of customers orders
- Participate in contract reviews
- Monitor the condition of parts in storage and the Shelf life program
- Work together with the Quality Assurance Department on all quality issues
- Work closely with various departments to support deadlines and meet customer demands
- Participation with all Health and Safety rules and regulations
- Handle confidential information on a regular basis professionally and ethically
- Proactively participate in continuous improvement and 5S activities, taking responsibility to maintain an organized and effective working environment
- Comply with all company policies and procedures and adhere to company standards
- Maintain a professional demeanor at all times with fellow employees, management and customers
- Assist the Quality Manager with any other duties that may arise

**EDUCATION, SKILLS & EXPERIENCE:**

- Post-Secondary Education (or a combination of education and experience) in a related field
- 1 - 2 years' experience in a Quality field (manufacturing environment preferred)
- Strong technical skills and proven ability to solve complex problems
- A solid understanding of ISO 9000 Standards, Transport Canada and EASA Standards
- Must have basic knowledge of tools and measuring equipment
- Completion of Internal Audit Training/Course
- Knowledge of Statistical Techniques considered an asset
- Solid knowledge of Microsoft Office (Word, Excel, Outlook)

**OTHER REQUIREMENTS:**

- Excellent verbal and written technical communications skills, able to follow verbal and written instructions
- Fluent in English (able to speak, read and write in English)
- Mature, responsible, career-minded, with a high performing work attitude
- A team player, committed to working in a quality environment
- Detail Oriented with sound problem solving and decision-making skills
- Ability to work under pressure and time management
- Must be legally entitled to work in Canada
- Must be eligible to meet the requirements and security regulations of The Canadian Controlled Goods Program

**Cadorath** offers a Competitive Compensation and Benefits Package, including Group Health and Dental Benefits, Group RRSP Plan and Employee Incentives.

*We appreciate your interest in working with Cadorath, however only those candidates selected for an interview will be contacted.*