

# Quality Assurance: Supervisor, Quality Assurance

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Manages the total quality function of a plant or group of plants. Ensures adherence to, and compliance with, established company quality policies, practices, SOP's and federal regulations. Ensures quality of materials purchased, processed, manufactured and/or distributed by the company. May be responsible for on-site training.

## **Management Role**

Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.

## **Policy and Strategy**

Directs daily operations of work area.

## **Freedom to Act**

Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.

## **Impact**

Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.

## **Liaison**

Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.

## **Operations Involvement/Direct Work Involvement**

Prepares inputs for the departmental budget and submits Capital Equipment purchase recommendations for the department. Plans, organizes and directs all personnel and activities of the department. Reviews the work of subordinate personnel to assure proper discharge of assigned duties. Monitors and evaluates employees performance. Provides recommended employee salary adjustments and/or promotions. Develops and recommends operating budget for the department and operates within established budget.

## **Minimum Education and Experience**

Bachelor's Degree in Finance, Business or a related field and 5+ years of diverse professional experience in all areas of Finance which may include 1+ years of previous lead or supervisory responsibilities.