



## **AS9100 Quality System Coordinator**

JOB # 426

We're a close-knit family that enjoys working with each other in an entrepreneurial environment. As a key member of our special team, you won't feel as if you're nothing more than a minor cog in the wheel of a large bureaucratic engineering department. Imagine being able to work on some of the most advanced improvements with optical tracking devices on a worldwide basis over the upcoming years.

The Quality System Coordinator will maintain procedures and policies required by the AS9100 program. Train department personnel in the program structure requirements. Investigate specific quality issues arising from system procedure or design deficiencies. Evaluate and report on the effectiveness of the Quality program and coordinate the preparation, review, publication and distribution of all Quality documents, manuals, and associated records, analysis/engineering, planning, execution and testing.

### **Job Responsibilities include but not limited to:**

- The AS9100 Quality System Coordinator is responsible to prepare, support, and conduct internal and third-party quality audits.
- Support External Audits (AS9100 Registrar, Customer).
- Prepare audit participants and areas.
- Analyze internal and external audit findings and create summary presentation.
- Follow up on audits to ensure that solutions/corrective actions are implemented.
- Control adherence to QMS document review periods, maintenance and control of QMS document system.
- Initiate action to prevent the occurrence and recurrence of non-conforming conditions.
- Assist with determination of corrective actions and continuous improvement.
- Respond to auditor requests.
- Coordinate audit schedule and logistics.
- Prepare and assist in vetting audit assessment documents.
- Participate or conduct facility tour.
- Coordinate post audit follow-up and corrective actions.
- Maintain Internal and External corrective actions database.
- Maintain preventative actions database.
- Hold periodic meetings or work directly with area managers to close open action items.
- Prepare AS9100 Management Meetings and recording of Meeting Minutes.
- Provide periodic and onboarding trainings on Quality procedures and other related topics.

**Qualifications and Experience Requirements:**

- Min 5 years of experience with related AS9100 & Quality responsibilities.
- Preparation of AS9100 Management Meetings and recording of Meeting Minutes.
- Ability to efficiently plan, coordinate, execute audits, and follow-up.
- Working knowledge of QMS document systems and control practices.
- Excellent problem solving, presentation, and communication skills.
- Ability to work independently or in teams.
- Provide leadership and assist in corrective action plans.
- Experience/Knowledge in Manufacturing.
- Certification, such as Quality Auditor or Quality Improvement Associate preferred.

The physical requirements of this position require ability to walk; sit, stand, use hands; reach with hands and arms; and climb or balance. Additional physical requirements may require the ability to lift up to 50 pounds. Vision requirements include ability to adjust focus, depth perception, peripheral, distance, color and close vision.

Send us a copy of your resume, along with as much detail as possible of your most significant accomplishments in the design, improvement, installation, and support of optical and photonic devices used in aerospace applications. Please send to [Elenar@photosonics.com](mailto:Elenar@photosonics.com).

Affirmative Action/EOE