



Gulf South Machine, Inc., is an ISO 9001:2015 Certified company, located in Ponchatoula Louisiana. We offer precision machining services to small organizations and Fortune 500 companies, which include industry leaders in oilfield equipment, flow control products, and transportation/heavy equipment areas. GSM is currently seeking an experienced Quality Assurance Manager, with a solid background on ISO 9001 requirements and possess the dedication to monitor and measure.

Criteria:

The Quality Assurance Manager will have a minimum 5-7 years related experience in process improvement, analyzing information, strategic planning, verbal communication, informing others, emphasizing excellence, attention to detail, thoroughness, dealing with complexity and/or training and qualified to lead and manage all aspects of the quality control process as well as train the workers who report to them. Excellent written/oral communication with a strong discipline in Microsoft Programs.

Responsibilities:

- Monitor progress and compliance through regular inspections.
- Validating processes; providing documentation; managing staff.
- Document control and for coordinating, enforcing, and auditing the document control related activities.
- Qualifies and approves Suppliers and subcontractors.
- Analysis of the impact on the quality of products examined or tested by the equipment found to be out of tolerance.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Write reports and procedure manuals.
- Effectively present information and respond to questions from groups of managers, and current or potential customers.
- Customer satisfaction through surveys.
- Schedules audit plans and schedules audits to be conducted.
- Conducts internal audits to determine if work activities affecting quality are in compliance with established quality procedures and that the quality management system is operating effectively.
- Conducts a comprehensive review of the quality management system.
- Assigns auditing responsibilities to qualified or appropriately trained personnel.
- Initiating corrective action.
- Maintenance and retention of records, and establishes schedules for file retention and disposition based upon the nature of the record and customer contract requirements.
- Accomplishes quality assurance objectives (i.e., selecting, orienting, training, assigning, scheduling, coaching, counseling, disciplining employees, communicating job expectations, planning, monitoring, appraising, reviewing job contributions, enforcing policies and procedures, etc.).
- Achieves quality assurance operational objectives (i.e., information and analysis to strategic plans and reviews, preparing and completing action plans, quality, and customer-service standards, identifying and resolving problems, completing audits, determining system improvements, implementing change, etc.).



- Develops quality assurance (i.e., preventive measures, monitoring procedures, corrective actions, verification procedures, etc.)
- Validates quality processes (product specifications and quality attributes, documenting evidence, determining operational and performance qualification, writing and updating quality assurance procedures.
- Maintains and improves product quality (i.e., product, company, system, compliance, and surveillance audits and investigating customer complaints, etc.).
- Prepares quality documentation and reports by analyzing and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations.
- Approve process changes.
- Committed to the quality policy and the continuous improvement needed to provide greater customer satisfaction.
- Review and approve documents relating to the control of the quality management system.
- Formulating the quality policy, quality objectives, defining organizational structure, assigning authorities and responsibilities.
- Scheduling and conducting the reviews.
- Any other duties assigned, once trained.

Authorities:

- Formulate and implement Process Improvement.
- Analyzing Information.
- Documentation of training.
- Documentation control.
- Data analysis.
- Approval of corrective/preventative actions.
- Audit review criteria.
- Write any disciplinary action.
- Resolves any issues pertaining to daily operations of the required responsibilities.

If you enjoy working in a team environment and possess the skill set, we offer a competitive wages and benefit package which includes Health Insurance, 401K, Paid Vacation and Paid Holidays.