

# Quality Assurance

Wage information: DOE  
Positions: 1 position  
Reports to: Engineering  
Education: Associate's (or Bachelor's) degree preferred but not required  
Location: Work out of Corp offices in Salt Lake City, UT. No remote office option available.  
Required travel: None  
Date: Immediately  
Correspondence: E-mail [careers@monnit.com](mailto:careers@monnit.com) only. NO CALLS OR DROP-INS will be accepted.

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## **Responsibilities and duties include the following. Other duties may be assigned.**

- Manage data input and execution of Monnit Production Application (MPA)
- Responsible for relaying production reports to Executive Management Team
- Manage resources focused on creation of quality documents
- Establish and lead the creation of processes to improve and further Monnit's quality goals
- Work with Engineering on specifications for tooling and expansion of MPA
- Meet with sales manager, production manager, and others for production priorities regularly.
- Inspect final products and compare properties to requirements
- Keep up on standards, regulations/laws, issues, and news with respect to products and services
- Review client QC requirements and ensure that quality control documentation for a project meets contractual requirements.
- Monitor and report quality control progress, notifying any predicted shortfall or discrepancies against timescale and budgets.
- Notify Engineering Manager of any QC issues
- Provide accurate and relevant information as required by management.
- Continuously review quality control processes, procedures, and capabilities in order to sustain the most cost effective and efficient methods for meeting quality requirements.
- Be Monnit's Quality Champion

## **Skill/Qualifications:**

- Excellent communication, interpersonal and analytical skills
- Strong organizational skills, Detail Oriented
- Multi-disciplined/well rounded
- Creative problem solver: Able to research problems outside knowledge base and resolve
- Team player, strong people skills
- Ability to multitask and self-manage

## **Tool Knowledge (not required but a plus):**

- Material planning
- MS Word, Excel
- ISO practices