



CAREER OPPORTUNITY

Quality Coordinator

TITLE	DEPARTMENT	REPORTS TO
Quality Coordinator	Quality	QEHS Manager
COMPANY PROFILE		
<p>Nordic Minesteel Technologies Inc. (NMT), experts in horizontal and vertical solutions for mining, provide reliable, custom solutions and dependable service to our customers improving safety and increasing profit in their operations.</p>		
JOB DESCRIPTION		
<ul style="list-style-type: none"> • Support the development, implementation, and maintenance of the Quality Management System as per the requirements of ISO9001:2015. • Work with departmental managers/leads to set up, maintain, and improve processes. • Investigate, lead Root Cause Analysis, determine corrective actions and verify effectiveness of corrective actions of NCRs with support from the QEHS Manager and Product Quality Specialist. • Coordinate corrections and corrective action activities in collaboration with the Product Quality Specialist and departmental leads. • Track KPIs ad quality objectives. • Assist in the review and development of procedures and work instructions. • Prepare for and play a lead role in internal and external quality audits. • Provide support to manufacturing with acceptability decisions. • Ensure the maintenance of records and adherence to quality standards. • Participate in the evaluation and approval of suppliers. • Ability to communicate effectively with co-workers and members of management. • Maintain a self-motivated, positive and outgoing attitude 		
REQUIRED EXPERIENCE & SKILLS		
<ul style="list-style-type: none"> • Excellent interpersonal, written, electronic and verbal communication skills. • Ability to read and interpret welding blueprints, drawing specifications, manuals and processes. • Proficient in the use of computers and various software programs • Minimum 3-year experience in a quality-related role, preferably within an industrial environment or post-secondary education in a related field. • Knowledge of ISO9001:2015 quality standards, quality assurance terminology and procedures. • Internal and vendor audit experience a strong asset. • Knowledge of root cause, corrective actions and risk analysis. • Strong attention to detail, with the ability to work independently or as part of a team. • Willingness to be flexible and adaptable to changing priorities. • Valid Ontario's driver's license (travel between sites). 		
JOB TYPE	SALARY	LOCATION
Full-time, permanent	Commensurate with experience	North Bay
EDUCATION	LANGUAGE	EMAIL RESUMES TO:
Post-secondary degree or diploma in related field preferred.	Bilingual is considered an asset.	tsmith@nordicminesteel.com