



Creek Indian Enterprises Development Authority

Muskogee Technology Regular Full-time Position Open: Until Filled

QUALITY SPECIALIST I OF MUSKOGEE TECHNOLOGY

The Quality Specialist I is responsible for assisting with the development of quality control practices and performance for all Composites and Electronics Operations provided by Muskogee Technology.

CIEDA PURPOSE

We secure our Tribe's future by optimizing returns on funds and natural resources entrusted to us by the Council. We empower talented leaders to focus their energy and build profitable organizations by adding value with our capital and management expertise to high potential business ventures. This creates opportunities for our Tribe and generates wealth thereby leaving a lasting legacy.

REPORTING RELATIONSHIP

The Quality Specialist I of Muskogee Technology shall report directly to the Director of Support Services.

DUTIES AND RESPONSIBILITIES

- Responsible for all quality and compliance measures for Composite Operations which include the Clean Room, Electronics, Freezer Inventory Management & Control, Shipping/Receiving of Composites & Electronics, and relative supportive services.
- Responsible for interpreting Contract specifications for all Composite & Electronics Operations in coordination with Management, in order to develop, implement, and sustain all quality and procedural elements of Composite Operations necessary for compliance and customer contract regulation and standards.
- Assist in the development of the quality control plan by creating sample test plans and implementation.
- Assists with researching, evaluating and developing improved techniques and procedures for the Quality Management System (QMS) to aid in maintaining a high standard of quality performance, reliability, and safety that are in-line with Muskogee Technology's goals and objectives.
- Assists in the development of drafting Standard Operating Procedures (SOP's) and implementing these within daily work practices in coordination with the appropriate member of Management and Muskogee Technology policies and procedures.
- Performs daily duties and assignments to identify specification requirement's, certification of compliance, completion of receiving documents, packing list and drawing reviews to institute companywide quality improvement efforts.
- Utilize measuring and test equipment with inspection procedures and techniques to determine if raw materials, WIP and finished goods meet customer requirements.
- Performs daily duties and assignments to complete inspection reports, tags and papers necessary for the success of Composites & Electronics operations.
- Reports to members of Management, on the performance of the quality system for review as a basis for improvement of the quality system.
- Helps act as liaison with suppliers on matters related to non-compliance in respect to Composite & Electronics Operations.
- Follows established Quality Policies and Procedures to ensure Muskogee Technology operations meets contract quality requirements and compliance standards.
- Performs other duties as assigned by the Director of Support Services and other members of management.

QUALIFICATIONS

- Associate's Degree in Business or related field or four (4) years of verifiable related employment experience or a combination of education and verifiable related employment experience required.
- Three (3) years verifiable related employment experience in development of quality system at the ISO 9000 level required.
- One (1) year verifiable related employment experience in an AS9100 quality system or audit environment required.
- One (1) year verifiable related employment experience in a NADCAP quality system environment preferred.
- Demonstrated ability to communicate effectively; must be able to communicate with employees, the general public, vendors and customers, and all levels of management, maintaining professionalism and respect.
- Must have working knowledge of computers with ability to work in a Windows environment with various software programs such as Word and Excel.

- Must be able to complete and maintain appropriate reports.
- Must be well organized with excellent attention to detail and ability to coordinate various projects.
- Must possess a valid state driver's license.
- Must possess or obtain a forklift certification.
- Ability to comply with all other requirements as specified within the management level CIEDA Personnel Policies and Procedures.

Must be willing to work flexible shifts

C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502
Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm
Apply online www.CIEJobs.com Email: HR@pcicie.com

PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE /
CIEDA is a DFWP.

Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA.