**HI-HEAT INDUSTRIES, 256 Hanover Road, Lewistown, MT 59457**

**Job Title**: ***Quality Assurance Manager***

**Status: *Full time***

**Starting Pay: *Negotiable with experience***

**Probation Period: *6 months***

**Training Period: *1 year***

**Reports to: *Plant Manager***

**Benefits: *Health Insurance – Company and employee funded.***

 ***Cafeteria Plan – immediate eligibility***

 ***401(k) Plan is available for eligible employees***

 ***Flextime and vacation in accordance with Company Policy***

**Application Deadline: *Open until filled***

**Apply at:**

 Hi-Heat Industries, Inc. 256 Hanover Road, Lewistown MT 59457 406-538-7411

 **Purpose:**

 Plan, coordinate and direct the quality control program designed to ensure continuous production of products consistent with established standards, policies, and procedures. Provide leadership and team development employing company culture, mission, policies, practices and procedures.

**Essential Duties and Responsibilities:**

Coordinate activities within Hi-Heat’s Quality Management System and procedures in cooperation with other members of management to maximize product reliability and minimize costs.

Manage Key Performance Indicators and reporting of results.

Play an active role on quality management teams within organization.

Facilitate internal audits with internal auditors.

Coordinate activities to keep Hi-Heat current with new ISO standards.

Investigate and adjust customer complaints regarding quality.

Maintain Quality assurance manual.

**Supervisory responsiblities:**

Direct employees engaged in inspection and packaging activities to ensure quality product is being shipped.

1. Enhance employee skills through feedback, training, coaching and development by utilizing the company’s Performance Management System and Quality Management System.

2. Practice and enhance the Company’s operating philosophy and motivated teamwork environment by utilizing the company’s “Code of Appreciation”, “Mission Statement”, and Core Values.

3. Utilize the company’s priority system for scheduling of personnel as related to individual talents and the needs of the business.

4. Maintain confidentiality of all employee and company information.

5. Train, enforce, and role model safe working practices.

6. Maintain a flexible schedule including opening, closing, and some Saturdays and evenings.

Other duties as assigned.

**Skill Development Opportunities**

Management/Leadership

Production Operating System

**Talents**

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| --- | --- |
| * ***Leadership***: an ability to earn the right to lead people based on who you are as a person.
* ***Developer***: affinity for caring for people and watching them grow.
* ***Results Oriented***: strives to generate desired outcomes
* ***Emotional Intelligence***: an awareness of and attentiveness to individual differences
 | * ***Sense of humor:*** a need for an up lifting environment.
* ***Flexibility***: being able to work within general guide lines.
* ***Craftsmanship***: an appreciation for details, perfection, care, and pride.
* ***Problem Solving:*** an ability to think things through.
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**Skills and Knowledge**

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| --- | --- |
| * Reading comprehension following written directions and designs.
* Time management skills.
* Computer skills, spread sheet experience
* Oral and written communication skills
 | * *Preferred:* Skills of supervising people and managing teams with prior personnel experience
* *Helpful:* Understanding of electrical principles*.*
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**Immigration Reforms and Control Act Information**

In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of documentation include a birth certificate or social security card along with a driver’s license or other picture I.D. or a U.S. Passport.

**Working Relationship**

Reports to: General Manager

Supervises: 5-15 employees

**Mission Statement**

At Hi-Heat Industries

Our Joy is to:

Dream it

Make it

Heat it

We serve our Internal & External Customers with Integrity.

We create stakeholder value by:

* Proactively managing change
* Raising and exceed expectations
* Enjoying challenges by facing problems and finding solutions

Code of Appreciation 

It all starts with **ME** choosing

 **MY ATTITUDE.**

 We are **UNIQUE** people,

 **UPLIFTING** **OTHERS**

 with **RESPECT and KINDNESS.**

Through **PERSONAL ACCOUNTABILITY** we **LIVE** our culture with **PASSION**.

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