

Quality Assurance Manager

Retlif Testing Laboratories is an ISO/IEC 17025 Accredited Testing Laboratory headquartered in Ronkonkoma, NY with branch locations in Goffstown, NH and Harleysville, PA. We are seeking an experienced Quality Assurance professional to join our team in the position of Quality Assurance Manager. Retlif has been providing quality testing and engineering services in support of customer's product approval requirements for 40 years. We service a wide range of industries including military, commercial aviation, rail, automotive, industrial electronics and wireless, specializing in the fields of Electromagnetic Compatibility and Environmental Simulation.

Duties and Responsibilities:

- Manage the Quality Assurance Program.
- Ensure quality system compliance with Retlif policies, industry standards and AB requirements.
- Implement and sustain continued process improvement by evaluating processes and procedures throughout organization and implementing changes to improve processes company-wide.
- Administer annual QA system training for all personnel and identify new training opportunities.
- Develop, implement and maintain an internal audit schedule.
- Prepare detailed audit reports in a timely fashion.
- Train internal QA staff in audit principles and techniques.
- Coordinate and direct customer quality audits.
- Coordinate management review of quality system.
- Maintain ISO/IEC 17025 Accreditations.
 - Coordinate AB assessments
 - Facilitate scope expansions
- Administer Corrective Action Program.
- Provide quality oversight of internal calibration department.
- Interact with internal staff and customers regarding quality issues.
- Analyze and write quality procedures.
- Travel to other Retlif laboratories as part of QA program management.
- Other duties as assigned.

Required Skills:

- College degree or equivalent work experience in quality systems.
- Experience with a quality system operating under ISO/IEC 17025 or ISO 9000.
- Strong leadership and organizational skills.
- Ability to analyze and solve complex problems in creative and effective ways as they apply to compliance issues.
- Strong interpersonal and communication skills.
- Ability to manage a variety of projects within the organization as they relate to quality improvement.

- Must have a background that would permit the U.S. Department of Defense to issue a Secret Clearance, which includes US Citizenship.
- Computer literacy with proficiency in MS Office products.

Location:

We are accepting applications for this position in either our Ronkonkoma, NY or Harleysville, PA facility. This position will require travel between facilities, estimated at 25%.

Interested in a position at one of the USA's leading independent testing laboratories? Come to us for a career, not a job. Retlif provides excellent personal growth opportunities, a thoroughly professional atmosphere and culture and:

- Comprehensive employee benefits
- Competitive salaries
- 401K
- Tuition reimbursement plans
- Medical, dental and vision insurance
- Paid vacations and holidays

For consideration, please send resume with cover letter and salary requirements to hr@retlif.com