

**Position:** Quality Assurance Administrator

**Location:** Rohnert Park, CA

**Company Overview:**

LEMO is a privately owned Swiss company, located in Sonoma County among the rolling hills of Northern California's wine county, centrally located just 45 minutes north of San Francisco.

LEMO is a global leader in the design and manufacture of precision custom connection solutions since 1946. Providing high-quality push-pull connectors that can be found in a variety of challenging application environments including medical, industrial control, test and measurement, broadcast/audio/video, and telecommunications. LEMO also provides cable assembly services, prototyping and custom designs.

LEMO requires an uncompromising commitment to QUALITY, EXCELLENCE, and INNOVATION. As such, we encourage and invest in each employee to promote responsibility, personal growth, and integrity.

***LEMO is an Equal Opportunity Employer***

**To apply go to: <https://secure.entertimeonline.com/ta/LMO.jobs?ApplyToJob=16796100>**

**For questions regarding this position, please contact: [recruiting@lemo.com](mailto:recruiting@lemo.com)**

With minimal direction, responsible for the administration, maintenance and improvement of LEMO USA's Quality Management System. Includes CAPA (Corrective/Preventive action), internal audits and Management Review processes. Assists with document and records control activities.

**Duties & Responsibilities:**

- Focus on training, documentation, processes, internal and customer audits as well as ISO and other regulatory compliance requirements for medical device industry.
- Ensures continual quality management system process compliance and improvement including, ISO 9001 requirements, LEMO HQ Quality Leader requirements, customer requirements and risk management (FMEA, GR&R plus other Measurement System Analysis functions).
- Assists with CAPA management system
- Initiate the development and improvement of (and/or improve new) practices and procedures to promote data collection and in-process inspection in the manufacturing work centers and within the Quality Assurance department activities.
- Assists in the development of supplier quality metrics, mapping critical supplier performance trends and supplier auditing. Provides feedback in advance of non-conforming material events. Participates in supplier audits and supplier improvement projects.
- Promotes an awareness of Quality Assurance goals and processes throughout operations and creates an environment committed to continuous quality improvement.
- Other duties as assigned.

**Qualifications:**

- Five plus years working in a Manufacturing environment.
- Minimum of five years hands-on direct experience as a Process Owner in a manufacturing environment plus experience with SPC, FMEA, ISO 9001, ISO13485/Medical GMP's, CAR/RCA, NCM/MRB, Auditing, Supplier Quality Management. Experience with RoHS and REACH a plus. ISO 9001 and/or ISO13485 Lead Auditor certified and ASQ Quality formal training a plus.
- Must be a strong advocate for the customer and for product quality in the face of possible adversity.
- Hands-on experience with use of quality tools such as Sampling Plans, SPC and quality improvement techniques such as Cause/Effect diagrams, Pareto charts, Histograms and SPC software with "MiniTab" preferred.
- Some hands-on experience with measuring tools, including but not limited to calipers, micrometers, drop gauges and proven experience with common measurement techniques and applications, testing and inspection equipment. Vision or Touch Probe CMM a plus
- Ability to read detailed engineering drawings and schematics.
- Strong organizational, problem-solving and analytical skills.
- Strong mathematical skills including Metric and English, measurement manipulation and computation with fractions.
- Working knowledge of Excel and Word. Lotus Notes a plus
- Ability to work with all levels of management.
- Able to manage priorities and work flow within a constantly changing environment.
- Proven leadership and business acumen skills.
- Commitment to excellence and high standards.

Recruiters please do not contact us regarding this position. Please do NOT contact us with unsolicited services or offers.