

Quality Assurance Associate

Summary of Responsibilities: Responsible for collecting, organizing and distributing information related to quality and process improvement including compliance to and documentation of quality management standards.

Essential Job Tasks:

- Assist in the development and implementation of AQS' Quality Management System (QMS) and the creation and implementation of quality policies, and procedures
- Actively pursues corporate timelines and milestones set by the department director and upper management
- Assist in the management of internal and external auditing, including scheduling and conducting of audits based on customer and QMS requirements, to ensure the QMS is effectively implemented and maintained
- Assist in the management of the Corrective and Preventive Action Systems, including follow up to ensure implementation/effectiveness of actions
- Facilitate problem resolution
- Communicate status and performance of QMS and any need for improvement
- Monitor and track quality data
- Continually seek and implement improvements to the QMS and processes
- Ensure promotion of awareness of customer requirements throughout organization
- Compile, analyze, report and track results from customer feedback to improve services based on customer needs
- Aid in resolving customer complaints including problem review, trend analysis, root cause analysis, and corrective action

Required Knowledge, Skills and Abilities:

- Excellent communication writing and decision making skills
- Demonstrated good analytical problem solving skills
- Well organized, detailed oriented, and ability to handle multiple tasks
- Ability to work independently, proactively and in a team environment
- Computer literate in MS Office Suite
- Bachelor's Degree in a physical science
- Familiarity with ISO 9001 and ISO 17025

AQS operates in a non-smoking environment and provides a competitive compensation package that includes medical, dental, life and income-protection insurance, 401(k), paid vacation and holidays.

Interested? Email your resume to: jobs@aq.com

AQS is an Equal Opportunity Employer and encourages qualified minorities, women, people with disabilities and military veterans to apply.

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UL Air Quality Sciences, Inc. (UL AQS), is a full-service indoor air quality (IAQ) firm providing services to create and maintain healthy indoor environments. UL AQS is recognized worldwide as an expert in indoor air quality, toxic emissions from indoor products and mold exposure in buildings. UL AQS offers services including building consulting, mold remediation oversight, chemical and microbial analysis of indoor contaminants, environmental chamber product emissions testing and certification testing for the GREENGUARD Certification Program™. UL AQS is ISO 9002 registered and AIHA accredited under the Environmental Microbiology Laboratory Accreditation Program (EMLAP). We are growing in a dynamic and environmentally friendly market.