



TIKIGAQ Corporation
Office of Human Resources
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QUALITY CONTROL MANAGER	
Approved Date: 2017	
Job Code:	FLSA : Exempt

JOB SUMMARY: Under general direction ensures the organization adheres to and is in compliance with applicable codes, procedures and regulations as outlined in the QC plan.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Evaluate company’s product specifications and examining them with customer requirements. Inspect products using gauges, coordinate measuring machine, scales, oscilloscope and vision prior to shipment. Inspect both work in progress and completed tasks for discrepancies/deficiencies in accordance with the Quality Control Plan, safety and contract requirements. Reconcile final inspection documentations for shipments. Set quality assurance compliance objectives to achieve the targets.

Generates spreadsheets for data collection. Accomplish quality control documentation, inspection findings, and miscellaneous reports. Samples and evaluates actual performance standards with established goals, programs and requirements. Helps perform periodic stock inventories and prepare material requisitions for replacement items as required. Collating and analyzing performance charts and data against defined parameters.

Ensure product compliance with international and national legislation and standards. Interact with government source inspector as needed. Support other department staff as needed.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of QC/QA principles
- Knowledge of federal and state codes
- Knowledge of commercial construction

- Skill in basic mathematical functions
- Skill to obtain top secret sensitive compartmented information
- Skill to perform multiple tasks in fast paced environment
- Skill to keep accurate records
- Skill to organize, plan, and problem solve

MINIMUM QUALIFICATIONS

A Bachelors Degree in Business management or related field AND three (3) years of quality control/assurance experience OR an equivalent combination of education and experience..

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 20 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date