

## **POSITION AVAILABLE: QUALITY PROGRAM ADMINISTRATOR**

Are you currently a Quality Manager using an IATF 16949:2016 quality system? Are you looking for a challenge to take a company with solid quality systems and exceptional technology to the next level? If so, this might be the right opportunity for you!

Five Star Race Car Bodies (located in Twin Lakes, WI) is a privately held, fast growing expert in manufacturing high-performance composite, polycarbonate and plastic components for a variety of applications in the automotive industry. Throughout its' history, Five Star Fabricating, Inc. has been known for safety, quality, growth, and continuous improvement. Standing by these core values has enabled us to succeed as a supplier of world-class products to the after-market automotive market. We are dedicated to ensuring the expectations of our first-rate customers are consistently exceeded.

We are seeking a strategic, dynamic, and forward-thinking Quality Program Administrator looking to join the team. You offer us your determination and work-ethic; we offer you very competitive pay and top-notch benefits.

### **POSITION DESCRIPTION:**

The successful candidate for this hands-on position will have a fundamental understanding of modern quality philosophies, principles, systems, tools, standards, customer satisfaction and improvement methods. The desired candidate will be able to develop and implement quality programs, including tracking, analyzing, reporting and problem solving.

### **QUALITY PROGRAM ADMINISTRATOR CHIEF DUTIES AND/OR RESPONSIBILITIES:**

- Design and implement long-term progressive Quality strategies and objectives that support the company's vision, mission, values and long-term objectives.
- Manage implementation of IATF 16949.
- Manage all aspects of the Quality System Department to include but not limited to normal internal Quality System, auditing, customer requirements and IATF procedures. Manage regular internal and external audit procedures to ensure effectiveness and appropriate implementation.
- Identify, develop, implement, train and administer appropriate policies, procedures, and workflow in accordance with industry standards and company strategies.
- Ensure the review and resolution of non-conformance or non-compliance to standards and/or regulations as required.
- Directs and exercises authority for planning, organization, control, integration and completion of projects.
- Develop, execute and analyze quality-reporting measures. KPI reporting to ensure achievement of overall company goals.
- Ensure maintenance of all quality records and documentation in accordance with all Quality Standards and specific customer requirements.
- Supervises the work of document control and system team members. Including auditing team.

***Quality Program Administrator Position - Page 1 of 2***



## **QUALIFIED APPLICANTS WILL POSSESS THE FOLLOWING:**

- Bachelor of Science in Mechanical Engineering, Process/Quality Management, Physical Science or similar field.
- Preferred experience working with Tier 1 OEM Suppliers.
- Problem solving and root cause analysis tools: Six Sigma, FMEAs, Control Plans
- Understanding of Automotive Industry Standards and requirements a must. Strong background with Quality Management Systems specifically TS 16949, ISO9001 & ISO 14001. Understanding of the IATF 16949 standard is a plus. Must have a solid understanding of continuous improvement methods, problem-solving techniques, audit principles, and change management processes.
- Strong understanding of industry core tools and documents. Including PFMEA, Control Plan, Process Flow Chart and drawings.
- Strong oral and written communications skills, with ability to communicate to personnel at all levels of the organization.
- Strong project management skills; excellent organizational skills and flexibility for multi-task situations; good problem solving skills.
- Ability to motivate team efforts to accomplish goals.
- Must be proficient in MSWord, Excel, and PowerPoint. Some Access experience preferred.

***Five Star features a clean & state-of-the-art facility. You offer us your determination and work-ethic; we offer you very competitive pay and top-notch benefits including:***

- Complete insurance coverage - medical, dental, vision, life.
- 401(k) with generous company match.
- Paid holidays and vacation.
- Tuition reimbursement.

## **APPLY ON LINE OR APPLY IN PERSON AT:**

***36728 89th Street  
Twin Lakes, WI 53181***

***Job Type: Full-time***

***Quality Program Administrator Position - Page 2 of 2***

