

Quality and Maintenance Administrator

FRC is seeking this position for its Palm Bay, FL operations. This position includes direct responsibility for various functions in the Quality and Maintenance departments, including receiving inspection, quality audits, first article inspections, preventive maintenance and calibration, and programming and setup of automated manufacturing equipment. Assists and supports the Management Representative and Management team with the management and maintenance of the Quality System, and Design Team activities.

PRIMARY RESPONSIBILITIES

- Assist with the planning, organizing, directing, and making decisions on the quality of manufactured products.
- Assist Management representative in quality audits.
- Record minutes of management review meetings.
- Secondary quality system liaison with external organizations.
- Perform receiving/inspection functions and First Article inspections.
- Manage disposition of scrap materials, establishes inspection and packaging standards.
- Analyze quality problems and initiate corrective action and follow-up.
- Ensure QOPs, Manufacturing Procedures and Workmanship Standards are followed.
- Assist Management team in establishing goals and maintaining data measurements of core Quality Processes.
- Support Management team in identifying risk and completing associated forms.
- Coordinate and assist in the Design team activities.
- Program and setup automated manufacturing equipment throughout the plant.
- Monitor and perform preventive maintenance and calibration of all equipment as directed by Management.

REQUIREMENTS

- Two-Year Associate Degree. Four-Year degree is a plus.
- 1-2 years of experience in related field is preferred.
- Proficient in using Microsoft Office tools (Excel, Word, etc.)
- Knowledge with fabrication technology and customer quality requirements.
- Familiarity with ISO-9001:2015 and AS-9100D is a plus.
- Good problem-solving skills as well as good written and verbal communication and organizational skills.

Apply for this position at hr@frccorp.com if you seek a challenging long term career opportunity with a stable and growing company. We are an equal opportunity employer.