

Quality Assurance Manager

Heliene is a solar company founded in 2010 and headquartered in Ontario, Canada. We are a manufacturer of high efficiency, high quality, and high-reliability solar modules. Our modules are produced on state-of-the-art solar manufacturing lines in Ontario-Canada, Minnesota-USA, and Florida-USA.

The Quality Assurance (QA) Manager is a thorough professional with a practical mind and attention to detail. The QA Manager's role is concerned with monitoring and advising on the performance of the quality management system, producing data, and reporting on performance. The QA Manager also coordinates the activities required to meet the quality standards set for certain products or services and will ensure that quality is consistent and meets both external and internal requirements.

Responsibilities for Quality Manager

- Maintain and update the Quality Management System (QMS) processes to ensure compliance with ISO 9001 standards, and legal, customer and company requirements.
- Establish, maintain and update the company's quality procedures, standards and specifications in relation to process owners.
- Set up and maintain controls of quality documents: policy, procedures, specification, work instructions, record forms, etc.
- Provide quality support to the business unit and manufacturing facilities.
- Work with purchasing staff to establish quality requirements from external suppliers.
- Review and approve purchased material Certificate of Conformance (COC), and plan/follow up on incoming inspection of critical materials.
- Conduct root cause investigations and implement corrective/preventative action plans on any non-conforming event. Follow-up on the action plans and assess the effectiveness of changes made.
- Plan and conduct internal and external audits to ensure compliance.
- Liaise with other managers and staff to provide training, tools, and techniques to enable others to meet quality standards and achieve continuous improvement of the QMS.
- Collaborate with the upper management team to set quality objectives.
- Monitor performance by gathering relevant data and producing statistical reports. Coordinate management meetings and QMS management reviews to report QMS performance to the management team.
- Train and manage a team of QA coordinators and QA technicians.
- Train and manage a team of internal QMS auditors.

Qualifications

- Degree in engineering, science or business, or 4+ years of experience with Quality Management Systems, working as a Quality Assurance Manager or similar role.
- Thorough knowledge of methodologies of quality assurance and standards.
- Certification of QMS Lead Auditor will be an asset.

Skills

- Excellent analytical and problem-solving abilities.
- Exceptional interpersonal, oral, and written communication skills, including the ability to communicate clearly, succinctly and effectively with all departments.
- The ability to lead and motivate a team, and the ability to positively influence others.
- The ability to facilitate change.
- Planning and project management skills.
- Excellent numerical skills and understanding of data analysis/statistical methods.
- Attention to detail.
- Understanding and appreciation of others' work disciplines, such as engineering and science.
- Good understanding of Microsoft Office applications.

All applicants must be legally eligible to work in Canada or the United States of America. The applicant will also need to be able to travel to Canada or the United States of America, from time to time, for training and support at our different manufacturing facilities.

At this time, Heliene Canada is not accepting applicants that require sponsorship.

Heliene is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Job Type: Full-time, permanent

Start Date: As soon as possible

Benefits: Extended health and dental. RRSP/401K.

Wage: Based on qualifications.