



Job Summary

Vacancy :

Deadline : Aug 11, 2024

Published : Jul 11, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Connect Tech Inc. is looking for an experienced and motivated **Quality Systems Specialist** to participate in the ongoing development and management of our ISO 9001:2015 QMS system. You will work alongside a diverse and talented group of electronics engineers and designers, mechanical engineers, technical support, sales and admin individuals to continue Connect Tech's drive within the embedded industry.

Who We Are

For nearly 40 years, Connect Tech has built a solid reputation providing high-performance computing solutions for some of the world's most influential companies. As an NVIDIA Elite Partner, Connect Tech's products are used in state-of-the-art technology on land, sea, sky, and space. With leading-edge design and manufacturing services backed by stellar technical support, our commitment to excellence in design and customer satisfaction is the driving force behind our success.

Check out our [corporate video](#) to see what we're like!

Responsibilities:

The **Quality Systems Specialist** will cover a wide range of responsibilities and duties including but not limited to:

- Initiate, manage, and monitor Corrective Action system
 - Generate CARs based on customer feedback, internal findings, non-conformances.
 - Determine root cause through investigation and collaboration with involved team members
 - Identify and assign Corrective Actions
 - Manage execution of CARs, keep timelines on track and verify execution of assigned tasks
 - Assist engineers/project managers with QMS/QA tasks relating to customer communication
- Develop, maintain and distribute/present KPI data appropriate to the electronics manufacturing industry, including First Pass Yield, On Time Delivery, etc.
- Participate in auditing activities including
 - Conduct internal audits and prepare reports
 - Guide external registrar audits and customer site visits/audits
- Create, modify, maintain process documentation
- Assist with growth of QMS to represent CTI's needs as we grow our capabilities and employee counts.
- Assist with research and implementation of other standards (AS9100 and similar)

The Qualifications and Skills We're Looking For:

- Experience with ISO 9001:2015 Quality Management Systems and/or experience with other Quality Management Systems (AS9100 etc.)
- Hands-on production experience, preferably within an electronics manufacturing environment
- Experience and/or education in process development/management, procedure creation and work instruction development
- Well-developed communication, interpersonal, conflict management and negotiation skills
- Experience and developed skills in root cause identification and corrective action practices
- Computer literate and proficient in Microsoft Word, Excel, PowerPoint and e-mail
- Strong time management and scheduling skills
- Able to effectively work independently with minimal supervision
- Adaptable to a fast-paced and dynamic work environment

Please note that as Connect Tech is certified under the Canadian Controlled Goods Program applicants are required to be a Permanent Resident or Citizen of Canada in order to qualify for consideration.

Connect Tech is committed to providing barrier-free and accessible employment practice in compliance with the Accessibility for Ontarians with Disabilities Act (A.O.D.A.). In compliance with the A.O.D.A., Connect Tech will make necessary accommodations for applicants with disabilities to support participation in the recruitment process. Please contact Human Resources if you require assistance. If you are interested in joining our team please submit your resume in PDF format to the application form linked below.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
