



Fabrication • Painting • Machining • Welding • Assembly

MANUFACTURING INC.

Our Performance, Your Success

For more than 45 years, CGL Manufacturing has been a supplier of choice for OEM customers in the Material Handling, Rail, Construction, Forestry, Agriculture, Mining and Defense industries. With operations in both Canada and China, our focus is safety, quality, delivery, cost and the environment. Our mission of good parts on time along with strong customer relationships and company performance will continue our history of growth.

JOB DESCRIPTION: Quality Auditor
REPORTING TO: Director of Quality

POSITION SUMMARY: Reporting to the Director of Quality, the incumbent is responsible for performing a range of quality assurance duties within this ISO registered company. This position is responsible for the quality systems, testing and performance standards of the plant and ensure customer specifications are met at each level of production. The incumbent will be responsible for developing inspection and test plans together with the promotion of and compliance with industry safety standards.

PRIMARY RESPONSIBILITIES: The incumbent will support the CGL team and our OEM customers by undertaking the following:

The following duties will be completed each shift per production / receiving schedules where appropriate:

- Complete shift handover from previous shift
- Validate First off for each machine / area, update status of any failures / resubmissions on shift report
- Review shift requirements at start of shift and Perform scheduled Receiving inspection @ Receiving area, enter results into spreadsheet/database or as directed by the Quality Engineer, Supervisor or Director.
- Review shift requirements at start of shift and Perform Inline GP12 activity per production schedule / GP12 list requirements, record results electronically
- Audit high volume / risk process in production schedule, in the case of a non conformance correct where possible in conjunction with QA team and shift supervisor or escalate to relevant QE for correction.
- Complete daily Shift report and handover meeting with next shift.
- Other duties assigned by the Quality Director, Supervisor or QE's.

DESIRED EXPERIENCE/ QUALIFICATIONS:

- 2+ years Manufacturing shop floor experience including regular interaction and completion of First off / inspection forms.
- Familiar with mechanical measurements via micrometer, vernier, bore gauges, depth gauges etc.
- Able to read basic GD+T and understand tolerancing
- Must be proficient in the use of computers in the analysis of data.
- Must possess a working knowledge of manufacturing process control.
- Report writing and computer skills are required as is the ability to work shifts full time in a manufacturing shop floor environment
- Able to clearly communicate daily with shop floor operators, supervisors and Quality Engineers alike.

- Able to understand when an unresolved issue requires escalation and how to escalate effectively with appropriate team members
- Working knowledge of CMM operation, CNC machining and welding processes is an advantage.

OTHER PREFERRED SKILLS:

- Incumbent must be safety conscious, as well as dedicated and reliable.
- Self-motivated, adaptable, self-starter who can work well both independently and as part of a team.
- Keen attention to detail with an emphasis on accuracy and presentation
- Excellent interpersonal skills and the ability to solicit support as needed
- Good verbal and written communication skills