

**Advanced Web  
(EEO/AA Employer)  
Position Description**

**Job Title:** Quality Systems Specialist  
**Department:** Quality  
**Supervisor:** Quality Director  
**Indirect Reporting, if applicable:** Vice President, Operations

***NOTE: Position is for the facility located in Elgin, Illinois***

**General Description of Job:**

To assist in developing and maintaining the quality management system at US Converting, which ensures achievement of established quality objectives and ensures environmental management requirements are met at US Converting.

**Primary Tasks and Responsibilities (Note, activities that occupy approx. 80% of time):**

- To maintain quality processes and records;
- To assist in maintaining improvement programs;
- Maintain and update documentation and quality documents to meet standards.
- Perform internal audits;
- Inspecting product (as needed); first article inspection; geometric dimensioning and tolerance a plus.
- Creating standard and periodic quality reports for other departments;
- Supporting quality at the source (production), sales and planning personnel;
- Providing improvement feedback to quality director
- Sustain 5-S within the department; assist others;
- Maintain customer quality requirements and programs (such as food safety requirements) within US Converting.
- Maintain Quality Hold Area; member of material review board.
- Communicate with suppliers and customers regarding complaints.
- Assist Production Manager with safety program compliance.

**Secondary Tasks and Responsibilities (Occupies balance of time):**

- Any other activities that relate to quality as requested by the Quality Director;
- Participate in quality improvement initiative to ensure customer satisfaction and that all jobs meet or exceed estimated time and materials; lean manufacturing;
- Assist and/or escort customers that wish to perform audits at Advanced Web; maintain and expedite tools within the calibration program;
- Facilitate training classes as requested;

**Physical Job Demands:**

This position will be expected to lift at least 30 lbs. due to product inspections and that may require moving and repackaging. Walking amongst and observing production processes will be required. Able to stay level headed and calm in stressful situations; able to tolerate high to moderate noise (example: pressroom machines/manufacturing plant noise).

**Skills/Abilities to Meet Job Requirements:**

Ability to write structured reports relating to quality issues and improvement projects; ability to create and organize electronic files for calibration, audits, and food safety programs; ability to take direction and accomplish projects in a timely manner; ability to perform multiple tasks and understand priorities; proficiency with Word and Excel; Visio flowchart program skills; purchase order requisition, review skills; web-savvy.

**Education and Experience Requirements:**

**Required:** High School diploma – OR equivalent GED; standardized quality assurance experience; manufacturing experience – minimum of 3 years;

**Preferred:** Auditing experience; ISO-9001-2008 or Six Sigma experience; AIB or Safe Quality Food systems experience, lean manufacturing techniques are a plus.

**Method to Measure Performance:**

Employee must complete the training/orientation period (usually 90 days). Weekly meetings with quality director to report on status of tasks; evaluated at 6 months and one year, and thereafter at annual review.

***To apply, please send resume to : [nolson@advancedweb.com](mailto:nolson@advancedweb.com)  
Confidentiality assured. Thank you for your consideration!***