



**Houston Plastic Products**

13026 Rosecrest Drive  
Houston, TX 77045  
713-723-1104

**Position:** Quality Assurance Manager

**Department:** Quality Assurance

**To apply submit resume to:** [hr@houstonplastic.com](mailto:hr@houstonplastic.com)

**Job Description**

The Quality Assurance Manager is responsible for optimizing and supporting the manufacturing process of the company's products and services. Responsible for carrying out the duties of the Quality Management System through audits, inspections, document control, et al. Responsible ISO9001 compliance and will serve as the lead internal auditor. This position will report to the president of the company and will collaborate with the engineering, production supervisors, and customers.

**Responsibilities**

- Lead internal auditor for specification compliance
- Subject matter expert in metrology and inspection process
- Lead all ISO audits, maintain document control system
- Follow and manage to the Quality Management System – amend as necessary
- Manage a team quality inspector for all shifts
- Develop, document, and perform physical testing on finished parts
- Prepare & organize presentation material for internal and customer reviews
- Support team in developing product Design Failure Modes and Effects Analysis to help identify and eliminate potential product failures
- Maintain document and specification control
- Ensure orders to customer meet all required specifications
- Coordinate with customer and company customer service team for all customer complaints

**Experience and Education**

- >10 years' experience in manufacturing
- >10 years' experience in quality assurance
- 3 to 5 years in a supervisory role
- ISO9001 Audit experience required
- In-depth knowledge of quality and manufacturing principles
- Group communication skills with team focus
- Must be fluent in English
- No sponsorship required

**Travel Requirements:** 0 to 10%, may travel with management to visit customers locally

**Compensation:** Competitive for industry and Commensurate with experience

---