GEORGE INDUSTRIES, INC.   **JOB DESCRIPTION**

JOB TITLE: Quality / Compliance Assistant

DEPARTMENT: Quality
REPORTS TO:

DESCRIPTION: *One or more of the following tasks may be assigned:*

 Assist Management in the compliance with AS9100D, ISO, and other Quality management systems. The position will be responsible for maintaining the Internal Audit Program.

Additionally the position will monitor other internal processes for compliance and accuracy.

SKILLS REQUIRED:

  Good communication and organizational skills. Able to work with Excel and Word. Must be able to take assignments, and work independently when required.

EXPERIENCE REQUIRED:

 Any experience with Quality Management Systems such as AS9100D,ISO 2015, or NADCAP is helpful, but not mandatory. Internal or external auditing experience is preferred but not required.

TRAINING REQUIRED:

 None. (Training provided on the job)

EDUCATION REQUIRED:

 High School education required. Bachelor's degree or equivalent experience in Quality Management helpful, but not required.

APPROVED: **APPROVAL DATE**

 M. Greene   **04/19/17**