

## **HPM Corporation Job Posting**

<b>OPEN POSITION:</b>	Quality Assurance Inspector/Lead Auditor
<b>CONTRACT:</b>	Mission Support Alliance
<b>CLASSIFICATION:</b>	Full Time, Exempt
<b>POSTING PERIOD:</b>	March 2, 2017 – March 9, 2017

**To Apply** - Please send a completed HPMC Application packet found on the careers page of [www.hpmcorporation.com](http://www.hpmcorporation.com), including a resume, cover letter, and salary requirements, to [opportunities@hpmcorporation.com](mailto:opportunities@hpmcorporation.com).

### **SUMMARY:**

HPM Corporation, a subcontractor for Mission Support Alliance (MSA) at the Hanford environmental restoration site in Southeastern Washington State, has a need for a Quality Assurance Inspector/Lead Auditor at their location in Richland, Washington.

The MSA QA Lead Auditor is responsible for performance of internal and external Audits, Supplier Evaluations, and Surveillance activities IAW national and international consensus standards as specified by Other Hanford Contractors (OHC). Other duties include Maintenance of the Mission Support Alliance (MSA) Evaluated Suppliers List (ESL) and the MSA Annual schedule.

### **POSITION RESPONSIBILITIES:**

1. Evaluate Supplier's List Coordinator & Scheduler (ESL) – Approves updates, additions, and deletion of the MSA AVS ESL and Approved Supplier Audit Schedule.
2. Assigns audit teams based on audit requirements.
3. Coordinate audit teams based on schedules, location, and other ongoing audit work activities.
4. Conduct the final review of all audit report before releasing them for management signature.
5. Train new audit staff.
6. Interface with OHC's, Client QAE's, Buyers, and vendor counterparts.
7. As AVS Team Lead Auditor, develop work instructions and assign work.
8. Performance of assessments as directed by management.
9. Establish and maintain effective working relationships with employees, clients, and the public.
10. Adhere to all company policies and procedures.

**ESSENTIAL SKILLS & EXPERIENCE:** To perform this job successfully, an individual must have the minimum educational credentials from an accredited school, college or university or a combination of education, training, and experience and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

1. Bachelor's Degree in Science, Engineering, or a related field or equivalent amount of education, experience, and training.
2. 5 years QA/QC experience related to construction and fabrication in development, review, and approval of procurement documents such as construction specifications, drawings, functional requirements documents, acceptance criteria, and associated documents submittal requirements.

3. Experience with QA programs, implementation procedures, and instructions required relative to auditing and supplier evaluations.
4. NQA-1, ISO, ANSI, ASME, and AWS experience required as it relates to auditing of procurement, construction, and fabrication documentation.
5. Ability to qualify as an ASME NQA-1 Lead Auditor.
6. Demonstrated proficiency in computer software applications including, but not limited to, Microsoft Word, Excel, PowerPoint, and Outlook; ability to learn other programs and custom applications.
7. Demonstrated ability to interface and interact with diverse individuals from other organizations and come together as a cohesive team for the purpose of successfully completing a project.

**SUPERVISION RECEIVED:** This position reports to the MSA QA Programs and Assessment Director.

**SUPERVISION EXERCISED:** This position does not directly supervise any employees.

**TYPICAL PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee may be required to walk, sit or stand for extended periods of time; reach with hands and arms; balance; stoop; talk or hear; have sufficient manual dexterity to operate a keyboard, calculator, telephone and other such office equipment as necessary; may occasionally move and/or lift up to 25 pounds. Ability to drive to various project sites and offices is required; specific visual abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* Work may require 25% travel and will involve frequent contact with other project employees, customers, clients, representatives and vendors; work may be stressful at times; interaction with others is frequent and may be interruptive; may occasionally work hours outside of typical work schedule to accommodate needs; opportunities for local and domestic travel may occur; the noise level in the work environment is usually minimal.
- *Mental Requirements:* Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines. Must be mentally adaptable and flexible in dealing with a variety of people and able to answer questions and provide guidance in a professional and friendly manner. Ability to function with multiple interruptions while maintaining the ability to quickly refocus.

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“VEVRAA Federal Contractor”

HPM Corporation is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60- 741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.