



Position: Quality Compliance Coordinator
Location: Ayr, Ontario (Near Cambridge, Kitchener/Waterloo)
Hours of Work: Monday to Thursday 8:00AM-4:30PM; Friday 8:00AM-2:00PM
Benefits: Comprehensive Health and Dental, Pension Plan, Course Reimbursement Program and many others.

Bend All Automotive ULC (BAA) is a leading supplier of Automotive Components and Automation Tooling Equipment. BAA supports customers worldwide with leading technology through product design, prototyping, product validation, tool building and a flexible streamlined manufacturing process. Our expertise is not limited to standard forming techniques, but entails the utilization of synchronized manufacturing systems that provide our customers with cost effective and mistake proof solutions. Bend All Automotive currently employs over 1,200 team members and operates 4 facilities.

Primary responsibilities/accountabilities:

- Assists and supports activities related to the company TS / IATF 16949 quality system standard
- Performs as Internal Auditor and manages internal audit system, schedules internal audits, updates checklists, inputs findings in to the database, and supports external certification audits.
- Maintains library of TS, AIAG, ISO 14001 and Customer Specific requirements. Issues controlled copies and ensures latest revisions are maintained.
- Reviews Customer Specific requirements as applicable to operations department.
- Responsible for document and data control across all divisions (with exception of Engineering Notices, engineering and tooling drawings and technical specifications)
- Champions document retention systems and works internally to ensure records are filed as per matrix
- Maintains plant performance scorecards and 4 panel charts
- Collects scorecards from customers, maintains system for collection of customer scorecards and provides monthly reporting to management team
- Compiles internal audit findings and submits to management for review and processing.
- Reports on systemic and significant issues/ findings identified during audits.
- Develops and conducts training related to Bend All's quality systems
- Assist divisions in addressing their plant related nonconformances as required
- Participates and/or lead teams to solve quality or systems related problems as assigned
- Develops and implements data collection and reporting systems to assist in visual management and lean manufacturing activities

- Promotes continual improvement activities within department and product & process parameters Exercises and promotes respect for product and 5S activities within organization
- Performs other duties as assigned

Qualifications (education & skills required):

- Post-secondary education preferred along with a Quality designation (or willing to pursue)
- Must have training and working knowledge of TS / IATF 16949, ISO, AIAG automotive core tools such as APQP, PPAP, FMEA, MSA, SPC,
- Must be able to effectively and professionally present solutions, propose ideas and develop and present training material in group settings
- Excellent computer skills, working knowledge with databases (MS Access.)
- Lead Auditor experience preferred or minimum of quality and process auditing experience
- Working knowledge of continuous improvement programs
- Knowledge of quality principles & tools such as 8D, PDCA, statistical data collection & trend analysis
- Working experience with customer web-based interfaces such as GQTS, Covisint
- Experience creating & maintaining quality documents (ie: procedures, work instructions, forms, charts)
- Able to work in high paced department with demonstrated time management skills
- Ability to travel to visit customers, suppliers or attend training locally and internationally

We look forward to meeting qualified candidates for this opportunity and encourage those who are interested to submit a resume, outlining salary expectations to careers@bend-all.com

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Bend All is committed to promoting accessibility for Ontarians with disabilities and complying with the *Accessibility for Ontarians with Disabilities Act*, and makes accommodations available for applicants with disabilities in its recruitment processes. When an applicant for employment is chosen to participate in an assessment and/or the selection process, reasonable accommodations are available upon request in relation to the materials or processes to be used.