QUALITY ASSURANCE ADMINISTRATOR

POSITION: The Quality Assurance Administrator will maintain the document control system, write work instructions, chart quality trends, issues return authorizations to customers, prepare and distribute quality documentation, assist with the maintenance of the gage calibration program, as well as perform other administrative duties. The position will require excellent organizational skills, strong grammar and technical writing skills, advanced computer knowledge, keen attention to detail, the ability to deal with customers in a professional manner and work in a fast-paced environment.

REQUIREMENTS: Qualified candidates should possess an administrative degree or equivalent experience, be proficient in Microsoft Office, Excel, and Power Point. Candidate should have excellent problem-solving skills. Knowledge of Pareto Analysis, Cause & Effect Diagrams, SPC charting, and interpretation and quality terminology is desired.

THE COMPANY: Established in 1976, McMillan Electric Company is a privately held, high volume manufacturer of electric motors and generator part sets. Strategically located 40 miles from the Twin Cities of Minneapolis and St. Paul in Woodville, Wisconsin, we partner with OEM customers to provide custom solutions for use in air moving, pump and compressor, HVAC and fitness industries.

CORE VALUES: McMillan Electric believes strongly in four core values: Integrity, Excellence, Positive Attitude and the ability to be a Doer. If you share these values, we welcome you to join our team!!!

COMPENSATION: Highly competitive salary range that considers education, training, and experience along with a generous benefits package and profit sharing.

Please send your resume to Christine Penfield, HR Manager at: [cpenfield@mcmillanelectric.com](mailto:cpenfield@mcmillanelectric.com)

THANK YOU for your interest in McMillan Electric Company – We look forward to meeting you.

Equal Opportunity Employer

