

Quality Coordinator

Cunova Service USA is seeking a detail-oriented, analytical, and proactive Quality Coordinator to join our team. This full-time position plays a critical role in maintaining our quality systems and ensuring customer requirements are met through accurate documentation, inspections, and reporting. The ideal candidate will be responsible for creating and maintaining quality documentation, conducting inspections using a FARO Arm CMM, and supporting ongoing quality assurance activities throughout our manufacturing operations.

Job Overview

- **Position:** Quality Coordinator
- **Location:** Pleasantville, PA
- **Job Type:** Full-Time
- **Pay:** Competitive; depending on experience

Key Responsibilities

- **Quality Documentation Management:** Create, update, and maintain manufacturing routers, inspection plans, control documents, work instructions, and other quality-related documentation.
- **Customer Reporting:** Generate and maintain customer quality reports, inspection records, first article documentation, dimensional reports, and compliance records as required.
- **FARO Arm Inspections:** Perform dimensional inspections using a portable FARO Arm Coordinate Measuring Machine (CMM) to verify product conformance to customer specifications and engineering drawings.
- **Floor Quality Audits:** Conduct routine shop floor inspections to verify product quality, identify non-conformances, and support corrective actions.
- **Part Inspection:** Perform incoming, in-process, and final inspections using various precision measuring instruments and inspection equipment.
- **Data Collection & Analysis:** Compile inspection data, track quality metrics, and assist with identifying trends and opportunities for process improvement.

- **Cross-Functional Support:** Work closely with production, engineering, and management teams to ensure quality requirements are clearly communicated and maintained.
- **Record Keeping & Compliance:** Maintain organized quality records and ensure compliance with internal procedures and customer requirements.

Qualifications & Requirements

- **Computer Skills:** Advanced proficiency in Microsoft Excel is required. Experience with Microsoft Office applications and quality documentation systems is strongly preferred.
- **Blueprint Reading:** Ability to read and interpret engineering drawings, specifications, GD&T, and customer requirements is required.
- **CMM Experience:** Experience with FARO Arm CMM equipment or other coordinate measuring machines is preferred. Training may be provided for qualified candidates.
- **Inspection Knowledge:** Familiarity with precision measuring instruments such as calipers, micrometers, height gauges, and other inspection equipment is required.
- **Organization & Attention to Detail:** Strong organizational skills with exceptional attention to detail and accuracy in documentation and reporting.
- **Communication:** Excellent verbal and written communication skills to effectively coordinate with customers, management, engineering, and production personnel.
- **Work Ethic:** Dependable, self-motivated, and capable of managing multiple priorities while maintaining high quality standards.

Benefits

- Health, dental, and vision insurance
- 401(k) with company matching
- Referral Bonus
- Quarterly Profit-Sharing Bonus
- Paid time off (PTO)
- Paid holidays

If you are detail-oriented, enjoy working with data and precision measurement equipment, and want to play a key role in maintaining and improving product quality, we encourage you to apply