

Job Qualifications & Responsibilities

Quality Systems Assistant

The qualified individual will:

- Participate in supplier selection and performance assessment activities
- Participate in the process of controlling nonconforming product
- Accurate document review of all product testing and inspections
- Participate in the collection presentation of various performance metrics (product and QS)
- Participate in planning of incoming acceptance activities
- Review/approve of incoming acceptance records for release
- Perform other duties as assigned

Preferred educational background:

- Bachelor's degree
- Alternative: Associate's degree in technical field with minimum of 2 years relevant experience or high school diploma with minimum of 4 years relevant experience

Preferred experiential background:

- manufacturing of electronic medical devices
- Effective interpersonal, organizational, written and verbal communication skills

Data Analyst

Must have:

- 4+ years of data analysis experience using Excel and Access
- Experience using version 2010 for Excel and Access
- Proficient in mining data within text fields
- Experience using Query Wizard in Access
- Experience creating pivot tables
- Strong SQL querying experience
- Experience working with MS Outlook

Pluses:

- Experience with OBDC is a plus
- Healthcare experience
- SAP experience

Day to Day:

This Analyst works for the Customer Advocacy team where they conduct complaint trending and analysis in order to meet quality objectives. The analyst will work across all departments to conduct adhoc data requests and in depth analysis of complaint and failure data. This information is integrated into recurring management reviews for communication of key issues and escalations as required.

Best,

James Grover

Technical Recruiter

THE SELECT GROUP

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