

Quality Assurance Specialist

The Company

Lighthouse Imaging is a small, rapidly growing, OEM optical manufacturing technology company, located in the Lakes Region of Southern Maine. At Lighthouse Imaging, we develop cutting edge endoscopy products for the health industry to improve people's quality of living while reducing the cost of medical care, all done in a fast paced, exciting and rewarding environment. If this is the type of environment you'd like to work in, please send us your qualification for consideration.

Benefits

Lighthouse Imaging offers competitive salary and a comprehensive benefits package including medical, dental, 401(k) with company match, tuition reimbursement and many other perks and benefits with a clean, comfortable work environment. Lighthouse Imaging is an Equal Opportunity Employer.

The Role

Primary Function

Responsible for performing incoming and outgoing inspections as well as maintaining the EPDM documentation system / recordkeeping processes.

Principal Responsibilities

- Monitor and coordinate Engineering Change Order (ECO) activity across the organization ensuring compliance with the Quality Management System (QMS).
- Ensure compliance with Enterprise Product Data Management (EPDM) document control workflows.
- Perform dimensional and visual inspection on raw material, parts, gages, and other equipment, accepting material or referring for quality review based on findings.
- Use a variety of fixed and variable measuring instruments.
- Maintain Device History Records (DHR).
- Supports and facilitates Review Board meetings.
- Coordinates with cross functional teams across the organization.
- Support and promote continuous improvement initiatives to meet business objectives.
- Other duties as assigned and required.

Requirements

- Demonstrated ability to manage records, document controls, and change controls.
- Experience with precision measuring equipment.
- Strong written and verbal communication skills required.
- 2-3 years of related experience.
- ERP / PLM / QMS experience.
- Manage multiple competing priorities.
- Experience in medical device or other regulated industry.
- Experience working in a product development environment a plus.

- Working knowledge of MS Word, Excel; EPDM, SAGE ERP a plus
- Internal auditing experience a plus.

Education Requirements

Bachelor's Degree or equivalent

Working Conditions

This job operates in a professional office and manufacturing environment.

Physical surrounding

This role routinely uses standard office equipment such as computers, phone, photocopier, filing cabinets and fax machine.

Adverse working environment

PPE is required to access controlled environment rooms.

Physical Effort

While performing duties of the job, employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear.

Travel

Infrequent travel may be required.

To Apply: Attention HR – HR@lighthouseoptics.com

Please include the position being applied for in the subject