



# Quality Document Coordinator

H2E does the right thing for industrial clients and team members. The result is world-class electrical engineering, process and design. We work with Mining, Light Metals, Hydro Electric, Cement, Aggregates, WWTP, Utilities, DOE, Food Processing, Manufacturing and Wood Products. We are currently looking for an experienced Quality Document Coordinator (QDC) to work and grow with us at our Liberty Lake, WA headquarters.

## **About Your Work:**

The Quality Document Coordinator (QDC) generates and maintains all documents associated with the H2E Quality Management System. The QDC ensures that the QMS documentation is accurate, complete, and properly stored. The QDC performs as the Quality Director's designee throughout the maintenance process. The QDC often interacts with all departments to assist with compliance and to serve as the resident expert of the company's Quality Management System.

## **Essential Responsibilities:**

- Coordinates all activities related to the H2E Quality Management System (QMS)
- Ensures consistency and quality of all H2E documents
- Facilitates effective change management processes
- Maintains Quality Records
- Coordinates all activities related to the QMS, including but not limited to effective inspection, communication, records, and data reporting.
- Supports management in implementing Corrective Action and Continual Improvement processes.
- Supports and/or performs various in-house Audits

## **Primary Objectives/Responsibilities**

- Coordinates all activities related to the H2E QMS and documentation
  - Assists in the implementation and maintenance of Document Control processes for the control, review, revision, distribution, production, and retrieval of records
  - Maintains and organizes the document control system
  - Routes and tracks Controlled Documents for approval
- Quality Control
  - Supports administration of the H2E QMS
  - Support development and maintenance of all QMS procedures and forms
  - Supports internal Audits and resulting actions from Audits.

## **Qualifications**

- Excellent written and verbal communication skills
- Proficient in computer applications such as, Microsoft Word, Excel, Outlook, Project, and Adobe Professional
- Demonstrated competence in writing and formatting of procedures, documents, and forms
- Ability to identify and/or develop effective and efficient systems to support corporate objectives
- Strong analytical and problem-solving skills; ability to confront tough issues in a productive manner, creating buy-in for quality initiatives
- Demonstrated attention to detail: careful, deliberate, disciplined, meticulous
- Experience in program/system implementation and monitoring



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- Ability to coordinate work and issue resolution across multiple functions
- Strong teamwork and interpersonal skills
- Efficient in the use of MS Office software suite: Outlook, Excel, Word and OneNote
- Prior experience with MS Teams a plus

### **What H2E Offers:**

- Competitive Wages
- Health/Dental/Vision Benefits
- 401k/Profit Sharing
- Flexible Hours
- Holiday, Sick, and Vacation Time
- Opportunity for Advancement
- Amazing Team Environment

### **How to Apply:**

Please review the position posting and respond with cover letter and resume. Including previous work samples as appropriate is highly encouraged. Apply via E-mail to [recruiting1@H2Einc.com](mailto:recruiting1@H2Einc.com) .