



Quality Program Manager

H2E inc. is an electrical engineering and design consulting firm that services industrial clients in diverse industries. We exist to solve problems, and to make each client's facility better, cleaner, and safer. With offices located in both Liberty Lake, Washington and Helena, Montana, we employ and develop talented individuals who strive for excellence in their field.

Position Summary:

The Quality Program Manager supports the development, implementation, and maintenance of the Quality Management System (QMS) across all H2E locations and project teams. The Quality Program Manager is responsible for leading the training, documenting, auditing, and reporting of the Quality and Safety Programs. The Quality Program Manager reports to the Chief Executive Officer (CEO).

Essential Responsibilities:

Maintain the Quality Management System (QMS)

- Effectively implement the Quality and Safety programs, proposing improvements as appropriate
- Develop and update policies and procedures as required
- Promote a proactive commitment to H2E's Quality and Safety initiatives
- Participate and support the Company as a member of H2E's management team
- Liaise with clients and suppliers as required to support audits and the execution of contractual requirements
- Actively participate in risk assessments and risk mitigation activities
- Provide QMS support to Project Managers and project teams

Adequately Develop/Update Documentation and Training

- Ensure that policies and procedures are implemented, understood, and adhered to
- Identify employee development and training needs
- Develop and update training as required
- Ensure employee training is documented and maintained

Maintain QMS required Standards and Certifications

- Maintain industry standards and certifications necessary to the business
- Coordinate and liaise with industry certification bodies to ensure understanding and compliance with requirements
- Identify best practices to support industry Quality and Safety requirements
- Provide guidance and information to management related to Quality and Safety matters



Validate Compliance with QMS Programs

- Manage and assure compliance with the Quality Program and industry Safety requirements
- Execute the company's auditing program, initiating corrective action as required
- Develop and lead teams to address and resolve issues as required
- Provide support to include facilitation of root cause and corrective actions, problem resolutions, execution of test plans, and material dispositions

Gather and Analyze data to provide QMS reports

- Provide information to management to ensure they are adequately informed
- Collect and analyze data to monitor and report on meaningful trends
- Lead management reviews relating to the Company's QMS Programs
- Provide Executive Leadership information and advice on the development of Quality and Safety policies
- Report all Quality and Safety concerns to the Senior Leadership team

Minimum Qualifications:

- Must be able to work in the U.S without current or future sponsorship.
- Bachelor's degree in quality management/assurance, Engineering, Business, or a science-related field
- Minimum of 5 years QMS leadership experience in a regulated industry such as Industrial Automation, Process, Oil & Gas, Power Generation, or suppliers to these industries
- Knowledgeable in relevant federal, state/provincial, local, company, and client Quality and Safety standards
- Ability to recognize and risk-rank hazards associated with routine and non-routine tasks
- Demonstrate a high level of attention to detail
- Appropriately communicate, both verbally and in writing, to a variety of audiences
- Strong communication, relationship, and team-building skills
- Able to bridge gaps that may develop between corporate QMS expectations and field practice
- Effectively collaborate across all levels and functions of the organization
- Actively seek ways in which to act as a role model and guide to develop and mentor others
- A "hands-on" implementer of processes and change
- Ability to manage and organize multiple priorities while maintaining a positive attitude
- Competent in data management, uses Enterprise Resource Planning (ERP) systems for data gathering, reporting, and analysis
- Work efficiently with Microsoft Word, Excel, and Outlook
- Ability to maintain company integrity through confidentiality and discretion

Compensation:

- Competitive Wages (\$70,000 - \$100,00 DOE)
- Health/Dental/Vision Benefits/401k
- 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. Apply via E-mail to recruiting1@H2Einc.com.