



Quality & Safety Coordinator

The Quality & Safety Coordinator contributes to the success of ASW's mission, vision and values by driving continuous improvement and promoting the corporate quality and safety programs company-wide.

RESPONSIBILITIES Include, but are not limited to, the following:

QUALITY SYSTEMS MANAGEMENT

- Manages the ISO program for Supply Chain Services
- Manages program documentation and acts as records administrator for the company's controlled documents; drafts process flow charts and supporting procedural documentation
- Acts as Lead Auditor and trains internal auditors to auditor the various regulations
- Performs or oversees audits, current work instructions and procedures to assess deficiencies or discrepancies and suggest procedures to improve performance and efficiency

SAFETY COORDINATION

- Leads investigation of accidents, incidents, and near misses to identify causes and to determine how such accidents might be prevented in the future
- Maintains compliance with all applicable Waste, Water and Air regulations through required preventative maintenance of the equipment, recordkeeping, preparation of report and plans
- Provides leadership to site staff, employees and EHS committees that will continue to drive a strong EHS culture
- Coordinates and conducts EHS training for employees contractors and visitors as needed

COMPLIANCE

- Prepares OSHA reports
- Complies with annual FTZ reports and submits to NEOTEC
- Trains, certifies and oversees all appropriate associates in DOT Hazardous Materials, Hazardous Materials Air Shipments, and EPA Hazardous Waste

QUALIFICATIONS

- Education: Post high school curriculum training in quality, safety or warehouse systems
- Minimum 4-6 years relevant working experience in similar capacity preferably in warehousing
- Experienced in site incident management and managing of hazardous substance
- Experienced in ISO14001 & OHSAS18001 system and liaising with external auditors
- Excellent written and verbal communication skills and people skills
- Working knowledge of regulations, policies and prevailing cultures of warehouse operations
- Ability to provide a quick and efficient response to sensitive issues where a high level of technical, systematic or emergency thought process is required
- Ability to work on multiple projects under pressure within deadlines, interact with management, peers and regulatory agencies with self-confidence, poise and professionalism
- Must exhibit ability to function with limited supervision
- 1 year in Training of OSHA-approved Powered Industrial Truck and Aerial Platform Train the Trainer Course or like program

Job Type: Full-time **Salary:** \$50,000 - \$65,000/year, DOE **Schedule:** Monday – Friday, 8 hour shift

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discounts
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Referral program
- Retirement plan
- Vision insurance

ASW is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.