Job Description

Program: Ohserase Manufacturing, LLC.

Position Title: Quality Assurance

As the Quality Assurance, you are a member of the OM Team. You will conduct business according to the details of your job description and the employee manual, making the customer our # 1 priority. As a member of the OM team you will be required to live and breathe our mission to seize opportunity, lead with passion and be the absolute best.

CORE VALUES

1. **Family Spirit:** We work together, we play together, we laugh together, we cry together & we’ve got each other’s back.
   - Lead by Example. Create a positive work environment with entire team and an open mind with initiative for solutions.
   - Interact respectfully, engage in constructive conflict and speak candidly and appropriately with each associate. You are expected to treat each other with respect and be courteous to one another.

2. **Exceed Customer Expectations:** We will go above & beyond to WOW each customer; satisfying their needs is not enough!
   - Committed to providing outstanding customer service making it our competitive advantage.
   - Understand what the customers are requiring and ensure we WOW our customers every time.

3. **Learn-Teach-Grow:** We challenge ourselves to find a better way, show others a better way & live that better way, everyday!
   - Develop & share ways for continuous improvement within the organization and assist and train others in areas or subjects in which you are more experienced or educated.
   - Maintain and demonstrate professional work ethics, moral integrity and a positive attitude at all times.

ESSENTIAL FUNCTIONS:

1. Must be aware of accident prevention at all times. Adhere by safety standards and report any real or potential safety hazards to management.
2. Must have good interpersonal and communication skills including the ability to interact with all levels of employees and external parties.

3. Must have the capability to review written documents for accuracy and completeness. Maintain confidentiality of data and information at all times.

4. Must be able to lift, carry and store Raw materials, and other supplies/equipment.

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

1. Responsible for testing tobacco for moisture levels.

2. Responsible for random quality checks on finished product being manufactured.

3. Report all quality issues to the Production Manager on shift.

4. Responsible for maintaining complete and accurate quality forms.

5. Must ensure all operators are completing hourly quality checklists.

6. When machine is down or slow must work to ensure all reclaim is done before end of shift.

7. Must ensure all raw materials are correct for product being manufactured.

8. Responsible to ensure all sample products being sent out is 100% free of defects.

9. Performing other related duties and activities as requested by the Plant Manager.

QUALIFICATIONS:

1. Education/Experience: High School Diploma or equivalent certification; And
   One year related experience and/or training, or equivalent combination of education and experience.

Please contact HR at (518)358-4229 or email resume to hr@thetmg.com