



Güdel, Inc. is currently looking for the following position at our US location in Ann Arbor, Michigan:

## Quality System Coordinator

Güdel Inc. is the US subsidiary of Güdel Group AG, a global manufacturer of robotic automation products, systems, and services. Güdel supplies motion enabling components, linear motion modules, robot track motion units, gantry robots, and related automation solutions to OEM's, systems integrators, and machine builders serving the automotive, aerospace, construction, logistics, heavy industrial, and power generation industries.

Güdel's USA headquarter is located in Ann Arbor, Michigan, providing North American customers with engineering, design, production, installation, and customer service support. Güdel Group AG was founded in 1954. Headquartered in Langenthal, Switzerland, today Güdel operates in 30 locations worldwide.

### Summary

The Quality System Coordinator (QSC) will perform a variety of activities to promote quality initiatives and to ensure Güdel maintains its ISO 9001:2015 certification. The QSC will support developing new and/or revising existing quality related documents, processes, and policies that align with ISO 9001:2015 requirements and the company's quality organization. This position requires the ability to influence others and to engage employees in product and quality process improvements and continuous improvement initiatives to drive our business towards improved performance.

### General Duties

- Maintains quality document control system.
- Assists in the preparation and coordination for supplier audits per ISO 9001:2015 and Güdel quality system requirements.
- Assists with monitoring and administering the company's corrective action program, including trend analysis.
- Participates in conducting root cause analysis and in determining corrective actions.
- Participates in internal audits to monitor company compliance with procedures and policies.
- Assists with communicating information associated with product and quality process improvements to the workforce.
- Assists with the preparation of customer and third party audits.
- Assists with establishing, maintaining, and reporting data/metrics and quality KPI information.
- Assists in the preparation of data and information for quarterly management review meetings.
- Participates in process improvement projects.
- Assist with training new employees on the quality management system and maintaining accurate training records and metrics that provide evidence of completion.
- Maintains the equipment calibration system.
- Other duties as assigned.



#### **Key Measurements for this Position – 180 Days and Annually**

- Establish general knowledge of the Güdel Inc. organization.
- Establish working knowledge of Güdel quality management system and internal quality processes.
- Establish working knowledge of ERP system (Axapta) and customer relationship management database (SalesForce).
- Develop and implement a tracking system to ensure timely, successful follow-up and completion of projects.

#### **Qualifications**

- Demonstrated experience in conducting internal and supplier audits for ISO 9001.
- Strong background in SAP/Axapta ERP system and Salesforce CRM, and the interaction of the various modules.
- Demonstrated problem solving skills.
- Experience in presenting information to department managers and executive management.
- Strong computer skills in MS Office, Word, Excel, PowerPoint.
- Strong organizational skills and the ability to work on various projects simultaneously.
- Ability to read and interpret mechanical, electrical prints and other related technical documentation.
- Demonstrated experience working with various quality tools such as flow charts, check sheets, Ishikawa diagrams, Pareto charts etc.

#### **Education and/or Experience**

- Bachelor's degree (B.A.) from a four year college or university.
- Two years of quality experience in a quality role/quality management systems
- Certified quality auditor training for ISO 9001:2015

#### **Professional Attributes**

- Ability to work independently with minimal supervision.
- The ability to collaborate with employees and functions at all levels within the organization.
- Maintain a positive work atmosphere by demonstrating behaviors and communicating in a manner to build and maintain positive work relationships with co-workers, customers and vendors.
- Effective communication skills - written and verbal.
- Effective presentation skills.
- Customer Focused.
- Strong analytical skills and process oriented.

#### **Language Skills**

- Proficiency in German (Switzerland/Germany) a plus

#### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentages.



### Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### Certificates, Licenses, Registrations

- U.S. citizen – required for government-related facility access
- Valid driver's license – required
- Valid passport – required

### Physical Demands

- While performing the duties of this job, the employee is regularly required to work during prolonged standing, frequent bending, stooping, crouching, reaching, grasping, and feeling.
- The employee is required to reach with hands and arms; and talk or hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this order. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office space.
- The employee is occasionally exposed to moving mechanical office machine parts.
- The noise level in the work environment is usually moderate.

### Training Matrix

See attachment.

### To Apply

Please send your resume, cover letter and salary specifications to [careers@us.gudel.com](mailto:careers@us.gudel.com) or fax to 734-214-9000.

For more information go to [www.gudel.com/us](http://www.gudel.com/us)