



# QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT COORDINATOR

INNOTEX CORP. is a leading designer, manufacturer, and distributor of personal protective equipment and turnout gear for firefighters and first responders. Our commitment to innovation and teamwork has made us the trusted partner for thousands of fire departments across the globe. We have three factories in Quebec, Canada and one in Ohatchee, Alabama.

If you are passionate about contributing to community protection and security, this is a rewarding opportunity to join a fast-growing industry leader.

## POSITION OVERVIEW

We are seeking a motivated and dynamic **Quality Assurance and Continuous Improvement Coordinator** to join our team in **Ohatchee, Alabama**. Reporting to the Director of Quality Assurance and Continuous Improvement, this role offers an exciting opportunity to develop your skills while making a tangible impact on product quality and operational efficiency.

You will play a key role in fostering a culture of continuous improvement across the organization by coordinating activities within our Quality Management System and working hands-on both in the office and on the production floor. As Quality Assurance and Continuous Improvement Coordinator, you will gain valuable experience in monitoring processes, ensuring compliance, and driving improvements that optimize the cost/quality performance of INNOTEX products.

This role is ideal for a professional who is eager to learn, grow, and contribute to a dynamic team in a forward-thinking manufacturing environment.

## MAIN RESPONSIBILITIES

- Support the maintenance and compliance of the Quality Management System (QMS)
- Conduct inspections and assist in root cause analysis for non-conformities
- Identify and support process improvements to enhance quality and efficiency
- Conduct training on quality standards and act as a liaison between the Quality and Production teams



- Assist in preparing for and supporting internal and external audits
- Ensure products meet customer specifications and effectively address quality concerns
- Collect, analyze, and report quality data to monitor trends and performance
- Promote a culture of quality and continuous improvement by standardizing best practices across the organization

## QUALIFICATIONS AND EXPERIENCE

- **Education (preferred):** Diploma or degree in Quality, Engineering, or a related field
- **Experience (required):** Minimum of two years in a quality role within a manufacturing environment
- **Knowledge:** Familiarity with ISO 9001:2015 standards, corrective and preventive actions (CAPA), and quality tools
- **Skills:** Strong problem-solving, data analysis, and communication abilities
- **Technical proficiency:** Experience with inspection techniques, measurement tools, and QMS software
- **Certifications (preferred):** Internal Auditor (ISO 9001:2015) or Lean/Six Sigma knowledge
- **Soft skills:** Attention to detail, organizational skills, and a proactive, team-focused mindset
- **Work environment:** Must be able to work on the production floor as needed

## KEY COMPETENCIES

- **Problem-solving and attention to detail:** Ensure accuracy and effectively resolve issues
- **Analytical and technical:** Utilize data, tools, and QMS software to drive quality improvements
- **Communication:** Clearly convey information and effectively share knowledge
- **Teamwork:** Ensure cross-functional collaboration and provide training on quality standards
- **Organization & adaptability:** Effectively perform tasks in both office and production environments
- **Continuous improvement focus:** Drive process optimization and quality initiatives



## WHAT WE OFFER

- Dedicated and passionate team
- Competitive salary with bonus
- Health benefits
- Flexible work schedule and work-life balance
- Professional development opportunities, including ongoing training and certifications (e.g., internal auditor, Lean, Six Sigma, ISO 9001)
- Referral program rewards

If this role aligns with your skills and career aspirations, please send your application to our Human Resources department at [RH@innotexprotection.com](mailto:RH@innotexprotection.com).