

# Kaman Informational Job Posting

*A Kaman Informational Job Posting provides information about a job opportunity in one of the Kaman Corporation companies. Any employee who meets the qualifications and is interested in this position should contact their local HR Representative for a Kaman Internal Application that must be completed and submitted for consideration purposes.*

**Position: MRB Administrator**

**Supv: Mark Morsi**

**Classification: Hourly Grade: 57H Shift: 1st**

**Location: KAS - Jax**

**Summary:** Works under the general supervision of the Quality Manager, designee with a minimum of supervision to perform a variety of administrative tasks associated with the Material Review Board (MRB) and MRB Crib.

**Responsibilities:** Provides direct timely and accurate processing of non-conforming material records (NMR), forms, scrap tags and rework, including real-time statusing of NMRs as required by contract and specific work order numbers. Prepares case record documents and submits to customer for disposition action, as directed.

Develops and prepares various status reports and customer documents related to non-conforming material. Performs checks of Non-conforming Report (NCR) packages to ensure program contractual requirements/reports are accomplished in an accurate and timely manner. Performs follow-up evaluations of the effectiveness and implementation of recommended corrective actions.

Maintains inventory of items in the MRB area, including records, logs, files and inventory lists. Ensures accuracy and availability of same for review and /or audit. Assists other company personnel in the evaluation of non-conforming materials, parts and assemblies.

Reviews scrap tags and disposes of materials as required per company policy and procedure and contractual requirements.

## Qualifications

**Education -** High School diploma or equivalent with 3 to 5 years work experience.

**Experience -** Over 3 and up to 5 years, with at least 2 years in manufacturing quality.

## Skills/Abilities Essential to the Position

- \* Problem solving
- \* Computer skills
- \* Organizing/planning
- \* Customer focus
- \* Communication (writing, speaking, listening)
- \* Attention to detail

*Send completed Kaman Internal Application to Sherry Garvin, KAS HR Representative at Sherry.Garvin@Kaman.com or call (904) 485-1583 for additional information on the position. Relocation assistance will not be offered for this position. Concurrent consideration is given to qualified internal and external candidates.*

POST: 7/2/10

REMOVE: 7/12/10