

# 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: Quality Program Administrator      Supv: Mark Morsi  
Classification: Exempt      Grade: 22E      Location: KAS - Jax

**Summary:** Work under the general direction of the Quality Program Manager and is responsible for assisting in the effort to provide centralized direction for quality program within the guidelines established by supervision. Assure that established contractual and business objectives are achieved.

## **Responsibilities:**

Work directly with customers on part rejects. Determine causes of rejects, and initiate corrective actions as required, including assisting in changing of work orders, development and/or delivery of training and inspecting parts/assemblies being shipped to ensure acceptability of corrective actions.

Monitor the master quality plan to ensure key activity milestones are accomplished so as to meet contractual requirements. Provide early warning to supervision of any problems that may affect fulfillment of contractual objectives. Facilitate, document and status corrective actions, recovery dates and for improved performance.

Work effectively with all levels of personnel to ensure new methods are documented while maintaining compliance with standards and customer requirements. May be required to make presentations.

Participate in proposal reviews with Program Management

Analyze performance reports to assure validity; identify trends and determine problems/estimate to completion positions. Provide results of analysis to supervision. Prepare reports for management and customer review on a regular basis on quality position; report status of continuous improvement efforts and/or implementation of corrective actions.

Participate with Operations in program reviews, identification of significant program problems, status of corrective actions, expected recovery dates and recommendations for improved contractual performance. Participate in proposal reviews, as directed.

## **Qualifications**

**Education –** AA degree or equivalent work experience.  
**Experience –** 5 -7 years experience in Quality related field.

## **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: 6/23/10

REMOVE: 7/7/10