



Job Title: Quality Control Auditor
Reporting Location: Plymouth, MI.

Reports to:
President

Position Description Summary:

Performs quality audits to ensure all construction requirements are met on a per job basis. Services are performed using established guidelines of both customer and CCI Installation Workmanship Requirement Manuals. Maintain customer relations on an operational level. Position will require travel and possible relocation.

Perform field site visits to interface one-on-one with installation personnel.

Principle Accountabilities:

Possess knowledge and complete understanding of both customer and CCI Installation Workmanship Requirements.

Present professional image in conduct, attitude and appearance.

Develop and maintain good working relations with customer Quality Assurance personnel.

Establish, research and maintain quality standards.

Develop necessary forms and or programs to track quality performances.

Inform appropriate departments of any and all changes / updates to quality standards and expected compliances there of.

When possible, formal inspections of projects in conjunction with Lead Installers of projects.

Verify all site drawings and Acorn is updated at time of assessment.

Ensure all work efforts are identical conforming as performed by CCI personnel.

Possess communication skills necessary to ensure a positive and productive interface with customer representatives, technical support and management personnel.

Visit sites at the beginning of the job to verify installation activity exists and help with any problems.

- a) Report tardiness of installation personnel.
1st offense = send home, 2nd offense = send home plus written warning,

3rd offense = send home with (3) day suspension, 4th offense = dismissal

- b) Make every effort to obtain material shortages at the onset of each job.
- c) Assist in training if necessary.
- d) Pick up returns when possible and assist in any Customer related problems.

All other employee accountabilities are listed in the employee handbook.

Timelines and Requirements:

Jobs are required to be audited within 30 days of job completion. The Lead Installer of that project will correct any non-conforming installations found. CCI Auditor will research and verify all customer auditor non-conformances' assessments. Timesheets are due by Monday 9:00 am. Pay is weekly.