



CURRENT OPENING

Quality Assurance Admin Assistant

Location: Parkersburg, West Virginia

Posting Date: 12/11/2020

Reports to: Quality Assurance Manager

FLSA Status: Exempt

Close Date: 2/11/2021*

**Looking for a job with stable hours,
great benefits, and long-term security?
Join our fantastic team!**

We offer a work environment that values safety and team input, and provides opportunities to gain skills and grow your career.

ABOUT THE JOB

The primary purpose and function of the Quality Assurance Administrative Assistant is to provide a broad range administrative support in the areas of Quality Assurance. Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports.

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Computer based data entry
- Types reports, business correspondence
- Files records and reports, posts information to records
- Makes copies of completed work
- Read and interpret blueprints
- Cross-reference ASTM to raw material standards
- Collect, enter, submit, and maintain job information packets
- Maintain equipment calibration log
- Maintain various quality databases such as track.net and the CTR/MTR database
- Manage employee time, schedules, and labor allocation in internet based time and attendance software
- Back up Quality Manager as needed, with 4-5 hourly employees

KNOWLEDGE, SKILLS & ABILITIES

- Competent in Microsoft Windows, Word, Excel, and Access data entry
- Familiar with internet use and searches
- Typing and data entry competency
- Ability to read and comprehend simple instructions, short correspondence and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- 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 percent and to draw and interpret bar graphs
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Sound like the job for you? [Click here](#) to apply online.

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.

Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.