



Job description

Overview

Westak is an Equal Opportunity Employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics. We focus on our people and provide opportunities to develop your skills, further your career, and achieve your goals.

We are seeking a meticulous Compliance Manager to join our team. The ideal candidate will ensure that our organization adheres to all relevant regulations and laws governing our industry.

Responsibilities

To ensure Westak is in compliant with all regulatory and military requirements

Requirements

- Minimum bachelor's degree in chemistry or Chemical Engineering or five years' experience in PCB manufacturing areas
- Knowledge of manufacturing processes, regulatory/ safety requirements & quality & customer specification
- Understanding of ISO 9002, UL, IPC and Military Standards
- Able to perform and maintain responsibilities and tasks in a timely manner

Strong attention to detail and analytical skills
Excellent communication and interpersonal abilities
Ability to work independently and as part of a team

TASKS:

1. Maintain compliance to all regulatory/safety requirements.

- Monthly reports
- Annual Reports
- Regulatory permits
- Ensure samples submitted to comply with Water Permit and Stormwater permit
- Ensure all required paperwork such as weekly inspection, manifest and hazardous wastes shipment are completed and accurate.

2. Assist Quality Engineering to ensure compliance to Military certification

- Annual Reports (DD Form 1718/QML status)
- Monthly Samples submission on time for PCI & Dogbone
- Quarterly sample or min of every six months submission for Belmore
- Submission of CVI samples to outside lab
- Ensure that CVI reports every 2 years submitted on time

3. Assist Quality Engineering in internal audit (if needed)

- Assist Front End Engineering/Production
- Review/ generate (if needed) flowcharts
- Review requested job (Q#) for manufacturability
- Help quality planners or production any issues with JTS

5. Assist Engineering

- Failure analysis if requested
- Update machine downtime

****Due to ITAR regulations, this position is only open to US Persons. ITAR defines a U.S. Person as a U.S. Citizen, U.S. Permanent Resident, Political Asylee, or Refugee.****

Job Type: Full-time

Pay: \$65,000.00 - \$85,000.00 per year

Work Location: In person

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