

Protecting the Vulnerable™



POSITION SPECIFICATIONS

Specialist – Quality Assurance
12-NOV-2020



ABOUT OUR COMPANY

Mesa Laboratories, Inc. (Mesa) is a global technology innovator committed to solving some of the most critical quality control and analytical challenges in the pharmaceutical, healthcare, industrial safety, environmental, food and beverage industries. Mesa offers products and services through four divisions (Sterilization and Disinfection Control, Instruments, Cold Chain Monitoring and Cold Chain Packaging), which help our customers ensure product integrity, increase patient and worker safety, and improve quality of life.

Today, each of Mesa's products and services play a role in ensuring the safety and efficacy of the products we use every day. No matter if it's the environment, products or people, Mesa is committed to Protecting the Vulnerable™.

Founded in 1982, Mesa went public in 1984. After 10 years of more than 15% growth per year, the company now has revenue approaching \$100M and a market cap of approximately \$750M. Our growth is attributed to the 350+ dedicated employees who follow our customer-focused, lean-based value system, called *The Mesa Way!*. The Mesa Way! is based on four pillars that drive our work every day:

Measure what Matters: We take the customer's perspective, our "True North", both to measure what matters most to customers and to set absolute standards for performance. We manage to leading indicators, which drive us to proactively avoid problems.

Empower Teams: We move decision making as close to the customer as possible and provide the structure and real time communication forum to align the whole organization behind surpassing customer expectations.

Steadily Improve: We leverage a common and proven set of lean-based tools to prioritize our biggest opportunities, address those opportunities at root cause, and quickly implement change.

Always Learn: We ensure that improvements are sustained, enabling us to raise performance expectations and repeat the cycle of improvement. Equally, this cycle strengthens the Mesa team by providing endless learning opportunities for our employees and helps us to become an employer of choice in our communities.

Position: **SPECIALIST – QUALITY ASSURANCE**

Posting Expiration: Screening of resumes will begin **IMMEDIATELY**. Resumes will be accepted until position is filled.

Location of Position: Bozeman, MT

Reporting Relationship: This position reports to the Manager – Quality Assurance

Job Classification: Hourly

Supervisory Responsibilities: None

Scope of Position: This position is primarily responsible for executing activities as assigned for product release and tasks required to maintain the Quality System along with developing and implementing quality assurance policies, conducting tests and inspections, identifying production, process, or product issues, and presenting solutions.

Essential Duties Core duties and responsibilities include, but are not limited to, the following:

- Model personal Lean Philosophy 5S behaviors in creating a continuously improving, clean, well-organized and self-maintaining work environment. Work closely with team members and others to motivate and improve 5S knowledge and implementation.
- Follow a continuous improvement approach for team accountability for achieving high performance SQDCM (Safety, Quality, Delivery, Cost, & Morale) targets through a visual work environment.
- Comply with company ethics, code of conduct, policies, and best practices, with a commitment to safety in the workplace, valuing of diversity, and promotion of a harassment-free environment.
- Perform duties as assigned to ensure compliance with site procedures:
 - Product release, Document systems (Ensur, Autodesk), Training, Internal quality audits, Supplier management, Change control, Customer complaints, Corrective And Preventative Action (CAPA), Deviations, Non-conforming material, Investigations
- Exhibit excellent Good Manufacturing Practices (GMP) documentation practices.
- Comply with site safety procedures.
- Actively monitor status of assigned training to comply with requirements of site training procedure
- Apply the Mesa Labs Quality Policy and actively monitor quality of outcomes in the performance of all assigned tasks
- Preparing and implementing quality assurance policies and procedures.
- Performing routine inspections and quality tests.
- Identifying and resolving workflow and production issues.
- Ensuring that standards and safety regulations are observed.
- Addressing and discussing issues and proposed solutions with superiors.
- Documenting quality assurance activities and creating audit reports.
- Making recommendations for improvement.
- Creating training materials and operating manuals.
- Perform other duties as assigned by management.

Professional Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The categories listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or GED
- Bachelor of Science in scientific or relevant field preferred
- Four years' experience in a manufacturing environment
- Experience in FDA regulated industry preferred
- Experience with Ensur and Autodesk programs preferred
- Any equivalent combination of education and experience

Skills, Knowledge and Abilities:

- Working knowledge of tools, methods, and concepts of quality assurance.
- Solid knowledge of relevant regulatory standards.
- Good communication skills, both verbal and written.
- Excellent data collection and analysis skills.
- Strong attention to detail.
- Demonstrated proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint)

Physical Demands: While performing the duties of this job, the employee is regularly required to stand or sit for extended periods of time. If reasonable, requests regarding ergonomic concerns will be considered. For individuals with disabilities, accommodations may be made to perform the essential functions. Occasional lifting is required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a high volume, high energy manufacturing facility that works to meet manufacturing deadlines. An enthusiastic, positive attitude is highly encouraged and conducive to a productive successful atmosphere. Common sense judgments and problem solving is desirable. Must have the ability to handle repetitious and tedious job functions.

A typical office environment and biological laboratory environment comprise the bulk of the work environment for this position. The noise level in the work environment is moderately quiet.

Compensation: Hourly wage and general bonus will be offered commensurate with the successful candidate's experience and qualifications. Benefits include medical, dental, vision, life, accidental death and dismemberment, short term and long-term disability, Paid Time Off, paid holidays, 401k retirement with company match.

Contact: Human Resources | twimbish@mesalabs.com | 303-987-8000

How to Apply: Submit current resume/CV to twimbish@mesalabs.com. Include the position title in the subject line.

Screening of resumes will begin **IMMEDIATELY**. Resumes will be accepted until position is filled.

*Mesa Labs is an Equal Employment Opportunity Employer.
Mesa Labor prohibits unlawful discrimination and harassment against applicants or employees based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law.*