

Quality Coordinator

Location: Bailey Metal Products Limited – Calgary, AB

Department: Quality

Reports to: Corporate Quality Manager



About Bailey

Founded in 1950 by Sam Bailey, The Bailey Group of Companies (BGC) is a family-owned and operated Canadian company recognized as an industry leader. With manufacturing locations in Ontario, Quebec, Alberta, and British Columbia, the BGC has grown tremendously over the past 70+ years, producing roll-formed products and providing steel slitting services for the commercial and residential construction industry. Our people, products, and industry are our pride while innovation and our customers are at the core of our business. Our associates are the key to achieving our vision of being the leaders in this industry, which is why we work hard to create a safe and healthy work environment where associates can achieve growth and development. Apply now, for this exciting opportunity!

Why Join Our Team?

- Market competitive remuneration package
- Employer-paid comprehensive benefit package
- RRSP matching program
- Education support program
- On-the-job training
- Employee referral program
- Personal protective equipment allowance

Position Summary

The Quality Coordinator will perform distinct duties to support the local Quality Management System (QMS). Quality duties will include supporting receiving, shipping, warehousing, and the production of Bailey Metal Products parts to specification. The Quality Coordinator functions in a support role to all other departments. The successful candidate will be working within a team environment to ensure all aspects of production are completed on time and meet the necessary quality standards. The Quality Coordinator will also work with the Corporate Quality Manager in the creation and control of documents supporting the QMS used by all Bailey Metal Products' branches.

What you'll do:

- In-process testing of all products and processes to ensure continued adherence to established quality standards.
- Training of all staff in quality related processes and procedures.
- Support and verification of all quality-related processes:
 - Incoming inspection and establishing traceability (Receiving).
 - In-process inspection (packaging, labelling, adherence to product specification).
 - Monitoring of stock product - raw materials and finished goods. (Warehousing).
 - Final inspection (Shipping).
- Control and maintain all inspection, measuring and test equipment.
- Maintain calibration of all test equipment on an ongoing basis.
- Creation of Internal Non-Conformance Reports.
- Control of returns from Customers including managing the RMA process.
- Training production/plant associates on new or improved quality processes, both one-on-one and in a group setting.
- Act as the point person for external audits such as CSSBI 61 certification.
- Organize the Joint Health & Safety Committee meetings (plan, take and distribute minutes, liaise with Corporate Health & Safety Manager as applicable).
- Take direction from the Corporate Quality Manager to develop forms, manuals, instructions, standard operating procedures, Quality Alerts, etc. to support both the Corporate Quality Management System, and the Corporate Operations Team as a whole.
- Take a lead role in maintaining the Bailey Metal Products' SharePoint (SAM) for both Quality and Operations.
- Other duties as assigned by the Corporate Quality Manager, Plant Manager, and/or the Director of Operations.

What you'll need:

- 2-3 years' experience in a manufacturing plant environment preferred.
- Completion of college or university degree/diploma preferred.
- Understanding of inspection processes and procedures.
- Proficiency in Microsoft Office (Word, Excel, Outlook, etc.).
- SAP experience would be considered an asset.
- Ability to read and interpret blueprints/technical drawings.
- Exceptional written and verbal communication skills with fluency in English.



<http://www.bmp-group.com>
recruitment@bmp-group.com

Working Conditions:

- Production floor and office
- Frequent standing
- Plant environment – exposure to heavy equipment, fumes, and dust (PPE required)
- Lifting materials up to 50 pounds

Learn more about us at <https://www.bmp-group.com/>. To apply, @bmp-group.com submit your resume to recruitment with the position title included in the subject line. We thank all applicants for their interest, only those selected for an interview will be contacted.

We are an equal-opportunity employer committed to providing and maintaining a fair, equitable, and diverse workforce. All qualified candidates are encouraged to apply. Applicants should advise Human Resources if they require any type of accommodation during the recruitment process.



<http://www.bmp-group.com>
recruitment@bmp-group.com