



Human Resources (HR) Job Description for:

Quality Assurance (QA) Auditor & Vessel Operator - Jeanerette

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Established in 1986, Gravois Aluminum Boats LLC, and its government/commercial boat entity Metal Shark Boats (MSB) are leading suppliers of custom boats for defense, law enforcement, and commercial entities. Its employees are expected to perform their duties to the best of their ability and the following Job Description outlines the core duties of the aforementioned position which include but are not limited to:

- Directly reporting to the MSB Quality Assurance Lead Supervisor – Jeanerette under the MSB Quality Assurance Manager, engaging suppliers and vendors on quality-related issues, coordinating with regulatory and customer representatives so that positive relations are fostered, liaising positively and respectfully with all personnel and representing MSB and the QA Department in a professional manner
- Utilizing existing Quality Assurance documents, tools and procedures to ensure all QA functions are being properly supported, executed, documented and reported to project stakeholders
- Proactively making recommendations for process improvements to increase efficiency and accountability and supporting the implementation of MSB's Quality Assurance Program
- Conducting product inspections, process audits, and producing documentation of them to successfully demonstrate that MSB's products are leaving the facility fully operational, effectively free from defects and evaluated under various working conditions
- Operating a variety of vessels on trials in a safe and professional manner, possessing comprehensive knowledge of the vessels being operated in order to properly evaluate, diagnose and address issues with it, and maintaining a clean vessel operating record and required licenses
- Operating company vehicles and hauling vessel trailers in a safe and professional manner and maintaining a clean vehicle operating record and required licenses
- Working knowledge of industry and regulatory rules, requirements, classifications and customary practices
- Possessing proficiency with Microsoft Office software suite, specifically Excel, Word and Outlook
- Providing availability outside of standard operating business hours, such as nights and weekends