

https://reliablestaffing.com/job/project-coordinator-rscsad3011/

Project Coordinator RSCSAD3011

Description

Reliable Staffing is looking to fill a Project Coordinator role in the Grand Prairie/Arlington Area!

You can send your resume to national recruiter@reliable staffing.com Or call this number: (214) 741-9675

Responsible for quality control, efficiency and cost effectiveness for assigned operations and/or containment activities, inspections, rework, or sequencing.

- · Training of personnel to Standardized Work
- · Creating and maintaining work instructions and time studies
- · Serve as Customer liaison on assigned jobs
- May also serve as a project manager for customers who request and require detailed engineering and consulting expertise.
- Audit line side and warehouse inventory to ensure no uncertified stock is in shelf locations
- · Ensure Reject Management/NCD process is properly followed
- Interface with logistics to ensure material flow in/out of containment area
- Audit Plant/Warehouse storage areas to ensure no uncertified is in usable stock locations
- · Performed daily layered process audits of inspection activity
- Lead/Facilitate Scrap Management Process
- Perform data management activity reports as they relate to quality inspection, scrap, inventory, time management

Job Location

8035 ERL Thornton Fwy Suite 307, 75228, Dallas, Texas, USA

Valid through

June 28, 2030

Hiring organization

Reliable Staffing Corporation

Employment Type

Full-time

Base Salary

\$ 20 - \$ 25

Industry

Project/Program Management

Qualifications

Required Qualifications:

- Knowledge and understanding of manufacturing quality or production
- Print, reading ability, gauge or metrology experience
- Strong management skills
- · Good problem solving ability
- Effectively communicate both written and orally
- Have a solid understanding of Microsoft Office and Email
- Read and understand technical and non-technical documents as they relate to quality functions within the business
- Ability to interface with both technical and non-technical personnel.

*(Preferred) PPAP, FMEA, PSO and SPC knowledge. Automotive, quality, and supervisory experience

Job Type: Full-time

Salary: \$20.00 - \$25.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday
- · Weekend availability

Ability to commute/relocate:

 Arlington, TX: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person

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