



<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 nationalrecruiter@reliablestaffing.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 E R L 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

Button

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