

Position Description

QUALITY ASSURANCE MANAGER

Location

Montpelier, Vermont.

Reporting Relationship

This position reports to Executive Management.

Position Summary

The Quality Assurance Manager is responsible for the preparation, maintenance, and implementation of Stone's Quality Management Plan (QMP). The Quality Assurance Manager will develop an understanding of various corporate functions to measure, maintain, and improve the quality of the analyses we conduct and the work products we produce. They will design and implement quality systems and methodologies to support Stone's client services.

Responsibilities

- Direct quality assurance services on Stone's projects conducted under the Federal Insecticide, Fungicide, and Rodenticide Act in compliance with 40 CFR Part 160, Good Laboratory Practice Standards.
- Direct quality assurance services on Stone's environmental projects in compliance with Quality Assurance Project Plans (QAPPs), if applicable.
- Maintain corporate quality systems under the QMP and Good Laboratory Practice Standards.
- Conduct audits of Stone's internal systems and data to monitor company compliance with the QMP and standard operating procedures (SOPs).
- Lead development, revision, and distribution of quality documents including the QMP and SOPs.
- Identify areas where preventive and corrective action is required and then ensure implementation and completion of the resulting action.
- Act as the point of contact regarding QA matters, ethics, confidentiality, and integrity issues for the corporation. Establishing and maintaining a high ethical standard is an important element of Stone's quality systems.
- Travel throughout the United States.

Required Skills

To be considered for this position, the following skills are required:

- Attention to detail and demonstrated organizational skills.
- Understanding of analytical laboratory processes and environmental data collection tools.

- Exceptional written and verbal communication.
- Proficiency in designing and conducting quality assurance audits for internal and client deliverables.
- Ability to work alone and on teams.
- Demonstrated sound judgment and decision making.

Desired Skills

- Microsoft Office suite.
- An understanding of databases and their functionality.
- An understanding of statistics and modeling.

Experience and Education

Qualifications are a Bachelor of Science and a minimum of 5 years of experience in quality assurance or a Master's degree or higher in the sciences with a minimum of 3 years' experience in quality assurance.

How to Apply

Please visit our company website at www.stone-env.com by attaching your resume and cover letter.

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We are a 100% employee-owned environmental science, engineering, and field services firm founded in 1992. Our mission is to provide tools, information, and analyses to help clients solve complex environmental challenges. We bring together over 45 scientists, engineers, modelers, application developers, and project managers with diverse backgrounds and skills and a shared commitment to scientific integrity, innovation, and focus on client needs. Our capabilities include environmental assessment and remediation, water resources management, environmental modeling, data quality assessments, support for agrochemical product stewardship and registration, geospatial analysis, data visualization, and application development. The company is based in downtown Montpelier, Vermont with remote employees in New Hampshire and Maine. Stone is proud to be an equal opportunity and affirmative action employer. Our goal is to be a diverse workforce that is representative at all aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status that is a protected category prohibited by federal, state, or Vermont laws. Visit our website to learn more about services, as well as why we were named one the Best Places to Work in Vermont in 2019 and 2020: <https://www.stone-env.com/>.