

## QA Process Specialist

### Overview

The QA Process Specialist applies knowledge of tubular accessories, API, and premium threads to fulfill two distinct functions:

1. Ensure all job travelers are released to manufacturing in accordance with customer, licensor, industry and STP requirements.
2. Ensure all job travelers / packets are completed as required to close orders.

### Responsibilities

- Proofread order documents issued to manufacturing for compliance to internal and external specifications and customer requirements. Focus on reduction of errors in process sequencing.
- Review completed order documentation for completeness before the order is closed.
- Assist in the completion of other QA functions, including but not limited to quality audits, document control and quality training.
- Confer with all departments to ensure process documentation accuracy.

### Requirements

- Two year college degree or two years similar experience in oilfield manufacturing or inspection.
- Proficient in MS Office programs, particularly Excel
- Interpersonal Effectiveness: Efficiently interface with numerous internal and external persons from different functional groups.
- Flexible: Rapidly assimilate and execute a variety of tasks as required to fulfill needs of the business.
- Focused: Work diligently and independently to fulfill work assignments.
- Self-Directed: Does not require close supervision to work effectively.