



**Job Title:** Quality Control Supervisor

**Reports to:** Production Manager

**Wage:** \$25-\$28.50/hour DOE

**Duties and Responsibilities Include:**

- Manage and train Laboratory activities and staff.
- Ensure that production samples are routinely collected by the appropriate sampling methods.
- Collect production grab samples as required.
- Conduct and supervise regular quality control analyses of samples through use of sieves, magnetic separation and other laboratory techniques.
- Maintain ISO Standards Certification and all aspects associated; training, documentation, inspection, audits, etc.
- Maintain a database of all sample details and results and prepare summaries as required.
- Monitor quality control of products and report any adverse trends to the Production Manager and appropriate plant supervisor.
- Progressively gain and apply knowledge in plant instrument calibration, adjustment and troubleshooting, as circumstances permit.
- Attend to miscellaneous requests for quality related tasks from the Metallurgist, Supervisors and Management team.
- Laboratory stock control and sample archiving.
- Liaise with Inspectors and Auditors as required.
- Attend and supply information at Works Meetings.
- Identify and recommend possible improvements to quality, production and safety.
- Set a good example to other employees, particularly with regard to safety and health.
- Comply with all Garnet USA safety, health and environmental policies and procedures plus any other Garnet USA issued policies or notices. Ensure the same of other persons under your control, including contractors.

**Qualifications and Requirements:**

- Background in Quality Control and/or Industrial Chemistry.
- Bachelor of Science in Chemistry or related field that has a laboratory component such as biology, preferred.
- Previous experience as an effective supervisor and leader.
- Good working knowledge of mineral sand processing operations preferable.
- Excellent written and verbal communication skills.
- Strong computer skills especially pertaining to Microsoft Office Suite
- Self-motivated and positive team-oriented attitude
- High level of accuracy and attention to detail.
- Responsible attitude and approach towards safety

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work hours are Monday – Friday, 8:00 am – 4:00 pm.
- Work will be frequently conducted in an office environment with the use of standard office equipment.
- Occasional work outdoors in varying weather conditions including extreme cold and heat.
- Will be required to wear Personal Protective Equipment (PPE).

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit; stand; walk; talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl.