KHS
Filling and Packaging – Worldwide

Quality Assurance Coordinator

KHS is a subsidiary of Salzgitter AG. As one of the world's leading manufacturers of filling and packaging systems for beverages and liquid food we are a world-class player. Our customers have trusted in our passionate pioneering spirit and first-class technologies for over 150 years. However, we can only remain world class if we continue to find new employees who make just as high demands of themselves and the quality of their work as our customers make of us at KHS. Are you one of them?

Location: Waukesha | Wisconsin | USA

Your Tasks

- Receive, review, classify, process, assign, and distribute all quality notifications received by the Quality Department. Ensure proper categorization and routing of ZR, Z2, Z3, and ZL quality notifications according to established procedures and departmental guidelines.
- Independently evaluate, process, resolve, and close routine quality notifications that do not require technical investigation, engineering review, or cross-functional analysis.
- Monitor notification status, aging, and completion of assigned actions and escalate urgent or overdue issues.
- Coordinate activities with internal departments and support Quality Technicians and Specialists by ensuring notifications are properly documented and routed for technical review when required.
- Coordinate RMA activities and maintain accurate records associated with returned materials, warranty claims, and quality investigations.
- Create and process Free of Charge orders and coordinate requests for customer credits and credit note processing.
- Initiate and monitor rework orders and related documentation.
- Maintain accurate quality records, reports, notification documentation, warranty records, and supporting information within SAP and other quality systems.
- Support compliance with ISO, UL, ASME, CSA, CRN and other applicable quality standards and company quality system requirements.
- Assist the Quality Manager and Quality team with workflow improvements, process standardization, departmental organization activities, and continuous improvement projects.
- Provide administrative and organizational support

Your Qualifications

- Minimum three years of experience in quality administration, quality coordination, warranty administration, manufacturing support, project coordination, customer service administration, or a related business function.
- High school diploma or GED required. An Associate degree in Business Administration, Quality, Supply Chain, or a related field is preferred.
- Experience with SAP or similar ERP systems preferred.
- Experience processing quality notifications, warranty claims, RMAs, nonconformance reports, customer returns, or related quality system activities preferred.
- Experience working in a manufacturing environment preferred.
- Ability to read, analyze, and interpret business documents, procedures, quality records, reports, and technical information.
- Ability to apply basic mathematical concepts including percentages, ratios, and statistical information commonly used in reporting and quality-related administrative activities.

to the Quality Department.
- Serve as an internal resource regarding quality notification processes, documentation requirements, and status tracking activities.

In order to ensure our success in the future, too, we need first-class employees – and we also have plenty to offer them.

Kontakt:

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