

Position Description

ASSISTANT QUALITY ASSURANCE MANAGER

Location

Montpelier, Vermont.

Reporting Relationship

This position reports to the Quality Assurance Manager.

Position Summary

The *Assistant Quality Assurance Manager* will develop an understanding of various corporate functions (both project and non-project) as needed to measure, maintain, and improve corporate quality. Design and implement quality system analysis and methodologies for all aspects of corporate services. Proficient in designing and conducting audit procedures for internal and client deliverables.

The Assistant Quality Assurance Manager is responsible for ensuring that overall corporate quality assurance / quality control goals are met in coordination with the QAM. One of the primary duties of the Assistant Quality Assurance Manager is maintaining compliance with 40 CFR Part 160, Good Laboratory Practices (GLPs). This person should also have an understanding of the quality standards under ISO 17025-2005 and TNI NELAC standards.

Responsibilities

The person performing this job will be responsible for the following functions:

- Assist in directing quality assurance unit (QAU) services for all service lines at Stone (Agchem-FIFRA, EAR and WRM projects).
- Developing and implementing quality systems for other company processes, both project-related and non-project-related.
- Assist with development and implementation of corporate quality systems.
- Serve as a QAU project professional in management of QAU services in chemistry and analytical services and for field services and audits for AgChem Field Studies, EAR Brownfield projects, training and other chemistry support services.

Required Skills

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

- Design and implement quality system analysis and methodologies for all aspects of corporate services and client services
- Data validation and data assessment for environmental analytical data.
- Proficient in designing and conducting audit procedures for internal and client deliverables.

Desired Skills

The following skills are beneficial but not required:

- Background in analytical methodologies and techniques.

Experience and Education

Qualifications are a Bachelor's degree or higher education in the sciences, and at least five to ten years experience in quality assurance.

How to Apply

Please visit our careers page on our company website at www.stone-env.com to apply online.

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Stone Environmental provides scientific tools, information, and analyses to help clients solve complex environmental challenges. Our team of scientists, quality assurance professionals, and engineers who work around the globe, and our clients rely on us because of our integrity, expertise, and innovation. Our capabilities include water resources management and modeling, contaminated site investigation and remediation, data quality assessments, support for agrochemical product stewardship and registration, and geospatial analysis, visualization, and application development. Stone is 100% employee owned through the Stone Employee Stock Ownership Plan (ESOP) and employs 40 scientists, engineers, modelers, programmers, quality assurance professionals, and project managers. The company's headquarters is located in Montpelier, Vermont, with an office in Concord, New Hampshire.