

Position Title:	Quality Coordinator – Rancho Cucamonga, CA
Company:	WIT Trade Services LLC
Company Website:	www.walkerscm.com
About Us:	WIT Trade Services, A Walker SCM, LLC affiliate company, brings an experienced team approach to multi-national logistics service. We provide superior products without sacrificing the small firm attributes that have distinguished our firm since its inception - personal attention, expertise and reliability. We are a 3PL provider which includes expertise across the entire supply chain including: procurement, transportation, warehousing and distribution, assembly and contract packaging services. Our clients include many "Fortune 500" companies.
Summary:	The Quality Coordinator is responsible for resolving nonconforming items issues and driving effective corrective actions.
Requirements:	<ul style="list-style-type: none"> • Managing nonconforming items projects <ul style="list-style-type: none"> ➢ Setting up projects ➢ Managing special orders, returns, item disposal, rework, credit transactions ➢ Coordinating inspections of nonconforming items ➢ Managing containment and corrective actions ➢ Monitoring and reporting on project completion • Reporting on performance related to nonconforming parts • Other tasks as required
Qualifications/Skills:	<ul style="list-style-type: none"> • High School degree or equivalent • Basic understanding of credit and return processes • Flexibility in daily hours worked based on workloads • Knowledge and experience in client services and quality • Ability to understand technical and mechanical requirements • Knowledge of MS Office suite • Excellent Communication skills, both written and verbal are essential • Ability to learn and work with Enterprise Resource Planning (ERP) software • Ability to follow work instructions and procedures • Strong customer service skills • Strong organizational skills • Excellent math skills • Problem solving ability • Ability to work in a fast paced, stressful environment • Ability to work with and meet deadlines
<p>WIT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.</p>	