About Imerys:
Imerys is a world leader in creating specialty solutions that improve everyday life through minerals. Our success is built on our people, and creating an environment where our 17,500 employees around the globe can thrive. We passionately believe that our teams are at their best when they have the opportunity to learn, collaborate and find new ways to solve our customer’s challenges, no matter what part of the business they are in. We can offer you a variety of work and real opportunities to make an impact and be part of our evolution. If you want to grow your skills and develop your career, find out more at [Click on this Link](#).

POSITION ANNOUNCEMENT:
Our Performance Additives division is seeking a full time Quality Project Manager in our Three Forks, MT facility who will responsible for the management, maintenance, and continuous improvement of an efficient, cost-effective, responsive and proactive quality program for Imerys PANA operations. The Quality Project Manager will assist in supporting the quality standards around which the business operates, driving management of change and improvement while ensuring appropriate quality processes and procedures are followed. The person will coordinate and align site quality representatives, other company stakeholders, and customers. The position will be reporting to the Product Stewardship Manager. Salary depends on qualifications and experience.

KEY RESPONSIBILITIES:
Implement and execute quality philosophies and strategies, working directly with site Quality representatives to ensure proper resources and skill levels are in place to support the quality management systems. Support evaluation of long term business needs to determine new solutions that fit within current regulations and customer requirements. The QPM initiates, influences, leads and supports regional quality system changes and affects operational changes as needs demand and when threats are posed to current or future business plans. Provide regional support and technical advice to all groups throughout Imerys Performance Additives North America and, as appropriate, to customers and other stakeholders. Assist Management in developing quality system strategies to ensure continuing efficiency and effectiveness of the Quality Management System (QMS). Coordinate between local sites in North America to maintain high level quality management systems. Promote quality policy and quality system awareness to all employees. Lead quality culture at the local sites primarily through regular interactions with site quality representatives and employees. Work with site Quality representatives to maintain and enhance systems and processes, while directing regional efforts to standardize and align systems. Facilitate communication within the quality team by driving Quality calls, meetings, and training.
opportunities. Support and maintain ISO 9001 registration regionally for Talc North America. Coordinate between local sites to optimize compliance and assist in management of required inputs and outputs to assure adherence to all applicable requirements. Coordinate regional Talc North America Management reviews of the Quality system. Assemble, analyze and report appropriate company metrics as part of Quality reviews and reports as required. Coordinate activities and resources between sites to collect data and provide tracking metrics to Management. Oversee HSEQ Internal/External Audit programs to maintain compliance with ISO certification and identify opportunities for improvement throughout the organization. Coordinate audit schedules, auditor training, and assist sites with follow-up activities. Lead and participate in audit teams as needed. Lead operations in having standardized processes for document management through design, deployment, implementation, and maintenance of document control (currently SharePoint) software. Responsible for administration of SharePoint capabilities including user permissions. Provide training for SharePoint users, including Publishing. Direct and coordinate regional nonconformance management and reporting by implementing Standardized processes. Facilitate the investigation and development of resolutions to customer complaints based on effective root cause analysis. Provide expert advice to administer corrective and preventive actions to prevent non-conformances and improve the QMS. Develop and support systems for measuring customer satisfaction and reporting results to Management. Support the Product Stewardship Manager with customer interactions including review and management of customer requests for raw material specification agreements and change notifications. Assist with coordination of customer questionnaires and surveys. Support new product development and drive improvements in process and product quality through innovative design and change management skills. Ensure that product specifications are developed, maintained, and communicated appropriately. Drive comprehensive records management aligned with corporate initiatives. Coordinate systems to access, retrieve, maintain, and dispose of records for business and quality system needs. Operate in partnership with Procurement to coordinate quality critical supplier evaluations and management of quality critical supply specifications. Improve and maintain calibration systems of measuring and test equipment and coordinate laboratory sourcing as required. Work with site quality representatives and San Jose Lab personnel to maintain Laboratory Standard Test Methods (LSTMs). This position assists with management and support of the Mine to Market Mineral Management (M4) program at the operations level including coordination of internal Fiber Management Assurance audits and site/ore risk reviews. Provide day to day support for corporate product stewardship initiatives. Provide a liaison between Operations, Commercial, Technical & Engineering, R&D, Finance, Legal, Procurement, Logistics, IT, Product Stewardship, and HSE departments, representing the voice of the customer and ensuring alignment of quality programs with these stakeholders needs. Understand Cost of Poor Quality (COPQ) principles, developing tools/systems to capture and reduce it.

**BASIC QUALIFICATIONS AND SKILLS:**

Minimum Bachelors Degree. Minimum 5 years of experience in a Quality role. Knowledge and experience in ISO 9000 Quality System requirements. Comprehensive knowledge of ISO 9001 standards, along with intricate knowledge of quality management systems and processes. Capable of building the case for quality. Strong analytical problem solving and root cause analysis skills required. Knowledge of Lean Six Sigma tools and methodologies (DMAIC) with Six Sigma Green Belt certification (or higher) preferred. Advanced computer skills (ERP systems, Documentation
programs, MS Office). Experience with SPC programs and Microsoft SharePoint desirable. Excellent team leadership and membership skills. Demonstrated ability to lead by influence. Ability to work well with others and to interact at all levels of the business.

PREFERRED SKILLS AND ATTRIBUTES:
Strong organization skills. Able to manage multiple and competing priorities and prioritize activities to support quality improvements. Project management skills desirable. Excellent interpersonal skills and advanced communication skills, both written and verbal. Ability to teach and coach is essential. Ability to interface productively with customers, both external and internal. Must be self-motivated with the ability to work independently. Six Sigma and statistical process capability experience desirable. Lead ISO Internal Auditor certification preferred. ASQ Membership desirable. Knowledge of industrial manufacturing business processes required; experience with talc, or other industrial minerals, mining and processing (from ores to end-use markets) preferred.

DISCLOSURE:
Salary depends on qualifications. IMERYS is an Affirmative Action and Equal Opportunity Employer and it is our policy to not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, veteran status, or any other status protected by federal, state or local laws.

Applicants must be logged in to view information on how to apply