



JOB DESCRIPTION

Job Title: ISO Administrative Assistant

Facility: Brooklyn Park

Department: Administration

Reports to: Quality Manager

SUMMARY

To maintain and make requested changes to the ENPOINTE's Quality Management System (QMS) residing on the ENPOINTE's Intranet.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Maintain and update the quality management system as directed.
 - Quality Manual
 - Standard Operating Procedures
 - Job Descriptions
 - The Quality Audit section of the ISO Site
 - Controlled Forms
 - Calibration master list
 - Quality Objectives
 - Management Reviews
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- 1-year administrative assistant experience.
- 3 years computer experience.
- Strong communication skills.

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)