

**About Us:**

Trinity Aerospace was founded in 2000 primarily as a sheet metal fabrication shop. Over the years we have vertically integrated to include assembly, some processing, heat treatment, and machining.

In 2013 Trinity Aerospace entered into a joint venture with Altitude Aerospace to acquire DICI Industries, a machining and assembly facility located in Montreal, QC. This allows us to also offer the additional services of CNC precision machining and aerospace engineering services through our partner companies.

In our 30,000 sq. ft. modern facility, located in Mississauga, ON, we have state of the art equipment to fabricate simple or complex sheet metal parts up to 48" x 144" depending on part configuration. Our dedicated production team consists of "artisans" that are supported by a robust team of professionals.

Trinity prides itself on a quicker than normal turnaround time and produces "one-off" and small to large production runs. Besides build to print, we also provide Design/Build solutions for prototype & certification.

**Opportunity:**

We have a great team and we are looking to add a **Quality Assurance Coordinator**. The Quality Assurance Coordinator promotes, develops, and oversees compliance of the company quality system. They effectively ensure compliance of customer requirements by managing quality policies, standards, procedures, programs, and practices while driving and facilitating continuous improvement. We are looking for an experienced individual who is self-motivated, a quick learner and who is not afraid to ask questions.

**What We Offer:**

- Supportive, continuous learning and improvement mentality
- Leaders that will mentor you and encourage growth
- Pleasant, respectful, inclusive, family-oriented environment
- Total Rewards Package includes cost shared benefits with standard medical, dental and vision coverage, a health spending account, and competitive wages
- Annual employee events such as holiday parties
- Flexible hours: Monday to Friday, Office hours are 7:00am to 6:00pm, flexible start time between 7:00am to 9:30am, 8-hour shift with a 30-minute lunch

**Key Responsibilities:**

- Coordinate mechanical and visual inspection of incoming, in-process and final stages of assemblies, components and parts of conformance to specification and standards utilizing checklists, inspection tools and equipment
- Develop and maintain proactive quality requirements focused on customer quality needs, seeking continuous process improvements
- Prepare First Article Inspections (FAI) for machined parts according to AS9102 standards using quality tools and valid control procedures during manufacturing
- Make dimensional inspections of machined parts development, overseeing the CMM metrology, analysis metrology reports to FAI and write the technical documentation required for inspections
- Create, review and update quality process documents (inspection procedures and work instructions) and other specific documents in compliance with customer requirements quality standard AS9100 and other statutory or regulatory requirements related to the product
- Interface with Production, Engineering, and other departments as necessary to issue Non-Conforming Materials (NCM) reports, identify the root cause, monitor implementation of corrective actions, and verify the rework activities
- Recheck quality of work after adjustments and rework operations in compliance with specific instructions and engineering specifications
- Monitor part and defect specific scrap levels at all processes and implement reduction actions
- Interpret Engineering drawing, specifications, and policies
- Maintain calibration and maintenance records of all small tools and equipment used by inspectors (including caliper, height gauge, granite table, protractor, dial indicator)
- Maintain all quality specification documentation and daily shift log of problems
- Create and maintain specifications, work instructions, procedures, and documentation
- Develop, implement, and maintain Quality Management System (QMS)
- Comply with requirements as outlined in the company handbook and Ontario Health and Safety Act
- Other duties as assigned

#### **What You Need to be Successful:**

- Minimum of 3 years quality inspection experience in a tight tolerance machining environment
- Diploma/Certificate in Mechanical Engineering Technology (Aerospace) with Quality experience is an asset
- Able to solve complex issues by interpreting technical data, drawings, specification, and engineering documents
- Knowledgeable of aircraft assembly inspection tools
- Proven ability to work under pressure in a busy and complex environment with minimal supervision

- Proficient computer skills including typing skills, professional email communication and intermediate skills with Microsoft Office programs
- Ability to successfully prioritize and manage competing deadlines and changing requirements
- High level of accuracy and attention to detail
- Strong problem-solving skills with a focus on finding solutions
- Good verbal and written communication skills in English
- Positive attitude and team player
- Be safety minded

**How to Apply:**

If you are interested in joining the Trinity Aerospace team, please visit [www.trinityaerocanada.com/careers](http://www.trinityaerocanada.com/careers) to fill in an application and submit your resume.