



MILAN BOX CORPORATION

"A Tradition of Excellence Since 1927"

CAREER OPPORTUNITY

Job Title: Assistant Quality Manager
Salary: \$55,000 / YR – Health Insurance – Employer 401K Match
Reports To: Quality Manager / Operations Manager / General Manager
Location: Milan, TN

ABOUT MILAN BOX CORPORATION

Milan Box Corporation had its beginning in 1927 when Mr. A.N. Dedmon moved to Milan from Gibson, TN and began making boxes and crates to pack out the region's bountiful fruit crop. With the advent of World War II, the company expanded and began manufacturing military ammunition boxes. During the 1950's, due to the rapidly growing demand in the industrial sector, the company shifted more of its production from the fruit and vegetable markets to the industrial markets.

Milan Box Corporation is a fourth-generation family business, owned and operated since 1927. Throughout our history, Milan Box has maintained its excellent reputation as a high-quality manufacturer of plywood and wood packaging within the military and industrial/commercial industries.

Position Overview

The Assistant Quality Manager (AQM) will organize and coordinate quality administration and procedures in order to ensure organizational effectiveness, efficiency and safety. The AQM is responsible for developing intra-office communication protocols, streamlining quality procedures, inventory control, quality staff supervision and task delegation.

Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of quality related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoys the challenges of supporting a facility of diverse people.

General Responsibilities

- Inspect materials for overall quality
- Evaluate the warehouse and cull repair personnel
- Perform pre-production checklist
- Perform random inspections of production runs to verify product compliance
- Perform daily moisture checks
- Pull weekly samples for analysis
- Be able to learn to drive forklift
- Help audit MBC as an auditor for ISO
- Keep a record of all non-conforming material
- Communicate daily with the Quality Manager / General Manager
- Keep up with daily production and make sure inventory stays on track
- Maintain the Heat Treatment process
- Ensure that results are measured against standards, while making necessary changes along the way
- Coach, mentor and discipline plant staff
- Do whatever job needed or necessary to ensure MBC continues to be successful

Qualifications

- Education: Bachelor's degree from a four-year college or university or an Associate's degree with Military experience
- Must have proficient computer skills including Microsoft Office Suite
- At least 3 years of experience as a supervisor in a manufacturing environment
- Must have a positive attitude and strong interpersonal skills
- Strong desire for continued growth and learning
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- Knowledge of quality management practices and procedures

How to Apply

Please send resumes and cover letters to:

Sam Wheat, Operations Manager – sam@milanbox.com

Only qualified individuals being considered will be contacted for an interview.



2090 West Van Hook Street | Milan, TN 38358

www.milanbox.com