

Quality Assurance Associate

Your tasks

The Quality Assurance Associate will:

Support Quality Assurance with day to day clerical and training activities within our department.

Repair & Other Misc- Maintain scorecards for Quality and Visual Inspection areas

Follow up on product audit improvements (barcode tracing via MCAT)

Facilitate training & cross-training

Hourly & Salary Payroll- Assist employees with payroll issues

Verify hourly overtime schedule vs. actual

Assist with SAP payroll

Enter all entries for days off

Weekly overtime explanation summary

Scheduling- Responsible for writing all weekly work schedules & maintaining all turn sheets

Vacation scheduling and leveling and shift trades

Employees & Manning- Update & maintain master roster & IE weekly manning movement file

Semiannual shift alignment

Submit Employee Personnel Requests (EPR's)

Update employee attendance records and points

auditing

Tracking & Other Misc- Record retention

Support PPS audit progress/actions

Maintain department communication postings

Support with plant Quality Audits and maintain ISO documents

Supervisor assistance & general assistance for department personnel



Job ID
REF92235L

Field of work
Quality

Location
Mount Vernon

Leadership level
Leading Self

Job flexibility
Onsite Job

Legal Entity
Continental Tire the Americas, LLC

Maintain general supply storage inventory

Perform other duties as directed by the management team

Ensure all ESH procedures, policies and legal requirements are implemented and monitored.

Perform other miscellaneous duties as assigned by the Department Manager.

NOTE: May not be inclusive of all work required and may be updated as needed.

Your profile

Basic Qualifications:

- High School Diploma/GED
- 2 years Quality Assurance experience
- Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas now or in the future for this job posting.
- No relocation assistance is offered for this position

Preferred Qualifications:

- Associates Degree
- Supervisory experience
- SAP experience

Environment:

- Safety is our highest priority and safety procedures/ guidelines must be always adhered to. This includes safety wear such as hearing protection and steel toe shoes.
- New Hires will likely be placed on a shift that includes evenings and weekends.
- The job is within a non-climate controlled environment where you will be exposed to temperature swings (hot/cold), forklift and pedestrian traffic, and noise. Majority of work completed in a high heat environment.
- The role involves various physical tasks, including lifting, bending, stooping, pushing, pulling, and operating machinery, with comprehensive training provided.

Our offer

THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Employer 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource

groups.

- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

The starting annual salary for this role is \$68,940 a year.

Salaries are based upon candidate skills, experience, and qualifications, as well as market and business considerations

Ready to drive with Continental? Take the first step and fill in the online application.

All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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About us

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 countries and markets.

Tire solutions from the ***Tires group sector*** make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck,

bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2024, the Tires group sector generated sales of 13.9 billion euros. Continental's tire division employs more than 57,000 people worldwide and has 20 production and 16 development sites.