

HR Works is currently looking for a Facilities Systems and Quality Assurance Manager for our large and well-established client in Rochester, NY. The position is full-time. The right candidate will have at least 5 years of leadership experience, a proven ability to lead people, and a commitment to quality and excellence.

**What the job entails:**

- Managing the system administration, support, and custom reporting for all maintenance information systems.
- Performing system administration functions for facilities maintenance and asset management.
- Ensuring all systems are fully utilized by developing custom reports in the areas of performance management, data analysis, and process improvement.
- Supports the development of automated data mining and extraction systems.
- Supporting system maintenance and upgrades.
- Working with internal stakeholders to establish documented work processes and develop QA/QC procedures.
- Identifying, evaluating, and improving process performance, personnel performance and process compliance issues for Maintenance processes and personnel.
- Working with internal stakeholders to *manage* systems interfaces and data flow.
- Preparing and monitoring annual budgets

**Required Education:**

Bachelor's degree in Business Administration, Engineering, or in a field of technical/physical sciences.

**Required Experience**

- Intermediate knowledge of statistical analysis and familiarity with Lean/Six Sigma concepts.
- Strong computer skills with intermediate knowledge of MS Office and advanced knowledge of Excel.
- The ability to learn detailed vehicle and facility maintenance practices.
- Knowledge of QA/QC concepts and how they add value to an organization.

**To apply for the position, please visit: <https://hrworks-inc.com/careers/>**

The client is dedicated to the goal of building a culturally diverse workforce and a multicultural environment and strongly encourages applications from women, minorities, and those with disabilities.

The Company is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. The Company will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of their business.