



**POSTING FOR:
CONTRACT POSITION DESCRIPTIONS**

Qualified Specialists, LLC

PMB #103, 5315 FM 1960 West, Suite B, Houston, TX 77069
PH 281.444.4950 / FAX 281.966.1769 / MOBILE 281.433.9953



WAREHOUSE QUALITY CONTROL INSPECTOR

Education & Experience:

- Secondary School Education, minimum
- Minimum 10 years in QC
- Bilingual: English, Russian

Job Capability:

- Computer literate, MS Office, Email
- QC Principals
- Knowledge / Experience with Drilling Asset Equipment

Job Function:

- Working member of warehouse / shore base quality team
- Responsible for implementing Roles and Responsibilities of a Warehouse QC Inspector
- Conduct receiving inspection son goods and materials
- Conducts review of data package certifications
- Determine condition of received materials
- Generate inspection documentation, including NCRs
- Maintain inspection documentation
- Participate in equipment failure investigations
- Oversee equipment preparations for delivery to the rig
- Conduct pre-job service tool and equipment inspections
- Conducts periodic inspections of inventory to ensure adequacy of preservation program
- Recommend process improvements when warranted

Key Skills:

- High level of experience in QC processes, inspections, tools, techniques, gauging and practices
- Knowledge of QA practices
- Knowledge of industry standards related to drilling equipment manufacturing, rental, assembly and servicing

Candidate Qualifications:

- Strong self motivated
- Good communication skills
- Good organizational skills
- Ability to effectively interact with team members
- Ability to effectively interface with suppliers
- Basic understanding of drilling operations
- Basic understanding of supplier / customer dynamics
- Good documentation capabilities
- Good problem solving skills

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DRILL TEAM QUALITY ENGINEER

Education & Experience:

- Degree preferred (B.S. engineering)
- Minimum 10 years in QA
- Bilingual: English (Russian preferable)

Job Capability:

- Computer literate, MS Office, Email
- QC Principals
- Knowledge / Experience with Drilling Asset Equipment

Job Function:

- Working member of a drill team
- Responsible for implementing Roles and Responsibilities of a member of the drill team QA department
- Educate drill team personnel in quality management system requirements
- Provide oversight of contractors QMS implementation
- Coordinate with QA/QC during goods manufacturing phase
- Oversee the development of local manufacturing and repair capabilities
- Implement NCR systems
- Coordinate equipment failure investigations / root cause analysis
- Manage documentation for purchased goods
- Coordinate / conduct quality management system assessments
- Develop equipment receiving inspection program
- Develop equipment preventive maintenance, inspection and test program
- Develop pre-job service tool & equipment inspections and preparations
- Develop inventory maintenance inspections
- Report to drill team management on contractor performance
- Facilitate contractor KPIs

Key Skills:

- High level of experience in QA processes, inspections, tools, techniques, gauging and practices
- Knowledge of QC practices
- Knowledge of industry standards related to drilling equipment manufacturing, rental, assembly and servicing
- Extensive knowledge of drilling

Candidate Qualifications:

- Strong self motivated
- Ability to motivate
- Strong communication skills
- Ability to interface with team members and suppliers

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- Extensive knowledge and experience in QA principals
- Basic understanding of drilling operations
- Basic understanding of supplier / customer dynamics
- Strong organizational skills
- Good documentation capabilities
- Strong problem solving skills