



## Ergotron – About the company

Ergotron, Inc. is a global leader in designing ergonomic solutions that connect people and technology to enhance human performance, health and happiness. Using the Technology of Movement™, Ergotron builds products and custom solutions that help people feel a new sense of energy in healthcare, industrial and office settings, both at home and on-site.

Through its 40-year history, Ergotron has led the industry with innovative, professional-grade products and customer-focused service. The company has earned more than 200 patents and established a growing portfolio of award-winning brands including WorkFit® and CareFit™, and patented Constant Force™ and LiFeKinnex™ technologies. Ergotron is headquartered in St. Paul, Minnesota, with a presence in North America, EMEA and Asia Pacific. For more information, please visit [www.ergotron.com](http://www.ergotron.com). For our EMEA headoffice in Amersfoort, the Netherlands, we are currently looking for a:

### Quality and EHS Manager (fulltime – hybrid)

In this role you will oversee the EMEA quality control processes and ensure that our products meet or exceed customer expectations. The Quality and EHS Manager will work closely with EMEA Leadership, the EMEA organization and the Global Quality Team to identify areas for improvement and to continuously improve the ISO 9001 (EMEA is certified) / 14001 (EMEA is compliant) / 13485 Quality Management System.

# Responsibilities

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## Quality

- Supervise planning, controlling and coordinating activities related to the Quality Management System. Responsible for ensuring good standing of our QMS ISO 9001 certificate. Work with all departments to ensure that QMS certification requirements are met.
- Ensure that the QMS key processes support a high level of quality for Ergotron products. Communicate with customers, Management, Engineering, Legal, and other business partners on matters pertaining to QMS certification. Manage on-site and virtual audits to support these areas. Directs continuous improvement of QMS processes.
- Advocate the quality system and applicable standards to assure compliance with the company quality policy and system and all pertinent regulatory requirements, maintain tactical quality metrics to monitor ongoing product and process quality, and lead quality improvement teams to continuously improve the ISO 9001 / 14001 / 13485 Quality Management System.
- Develop goals for the continuous improvement of QMS processes and supervise resources as needed to achieve the goals. Mentor as needed to improve performance. Manage QMS activities backlog to align resources supporting all Quality tasks and activities.
- Keep informed of all Quality standards applicable to Ergotron products and processes and assist in the development of QMS strategies to efficiently and accurately meet them.
- Act as Quality representative for EMEA in management reviews and audits in conjunction with the Global Quality equivalent from Eagan Headquarters.
- Leads the Corrective and Preventative Actions (CAPA) to identify the root causes, follow up the actions, and capture the lessons learned.
- Independently select train and lead a team of competent internal auditors including planning, conducting, and reporting of internal audits to ensure adherence to corporate policies, internal standards/requirements and compliance with applicable regulatory requirements.
- Ensure that audit findings are factual, relevant, impartial, accurate, and are value added to the company's quality system.
- Ensure that the relevant standard procedures, diagnostic tools, and audit plans are fully understood and applied in audit activities. Conduct follow-up to non-conformance issues.
- Organize, facilitate, and promote QMS projects in the area of continuous improvement.
- Monitor 3PL conformity with quality management system.

## Environment, Health & Safety

- Manage all environmental, health and safety activities that are required by various government entities.
- Ensure regulatory compliance and report improvement opportunities to EMEA Leadership.
- Provide environmental, health and safety training as required by company policy and regulatory authorities.
- Manage internal safety audits.
- Foster a culture of proactive health, safety, and environmental policies and programs.
- Review and analyze near misses, injury and incident reports and data and develop injury and incident strategies for corrective and preventive actions.
- Maintain the Site Preparedness and Emergency Plans & Procedures.
- Maintain all logs and documentation associated with permits and regulatory requirements.
- Actively participate in the investigation of accidents and injuries and subsequent corrective actions and develop injury and incident strategies for corrective and preventive actions.

- Accountable for researching and writing permit applications and work with environmental group and be compliant in completing permit reporting requirements.
- Lead the Emergency Response Team and comply with all Company policies and procedures.
- Responsible for coordinating regulatory programs and its applications and help support the compliance process.
- Maintain filing systems regarding worker training and safety; maintain working relationships with regulatory agencies.

## Position Requirements

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- Bachelors degree or equivalent in related field.
- Minimum 7 years experience in Quality, Environmental, Health and Safety role including technical products.
- Clear understanding of QMS standards; both domestic and international (i.e. ISO, etc.)
- Proficient in QMS development and maintenance. Knowledge of document control, record control, NCR, CAPA, MRB, and other standard QMS practices.
- Self-motivated, creative, and capable of handling and prioritizing multiple projects.
- Willingness to work on both future concepts as well as current problem resolution.
- Must be able to communicate effectively with internal and external resources. Well-developed written/verbal communication skills. Strong interpersonal relations, presentation and team skills.
- Change management skills and continuous improvement mindset.
- Proficient in Microsoft Office (including Excel, PowerPoint and Outlook) and Oracle.
- Must be able to perform the physical requirements of the job as described to you for the position.

## Our offer

At Ergotron, we are committed to moving you forward with leading benefits and reward programs. Beyond a fast-paced, innovative work environment, we offer a comprehensive and competitive pay and benefits package, including but not limited to a pension plan, tuition reimbursement, travel allowance or a NS business card, bonus program, fisc free and the ability to work from home or remotely. We work hard and we recharge. With five weeks of Paid Time Off (PTO) and eleven paid public holidays our employees have ample time throughout the year to spend with family and friends, traveling or relaxing. Both our newest and our most tenured employees are formally recognized. Our career milestones program ensures that our new team members feel welcome and rewards employees at five years, ten years, fifteen years and beyond.

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