

Job Description



Job Title:	Corporate Quality Standards Specialist (ISO/CMMI)		
Location:	Dulles, VA	Travel Required:	Not required
Salary:	\$50,000 – \$90,000	Position Type:	Full-time
Date Posted:	3 August 2017	Posting Expires:	When filled
Mandatory Job Requirements:	<ul style="list-style-type: none"> • Experience and understanding of ISO and CMMI standards. • Minimum of one year of experience in a quality assurance/quality control position. 		
Applications Accepted By:			
E-mail: michelle.dionne@imcva.com Email Subject Line: Corporate Quality Standards Specialist <i>Preferred method of receiving applications is email</i>		Mail: Innovative Management Concepts, Inc c/o Michelle Dionne 21400 Ridgetop Circle, Suite 210, Dulles, VA 20166	

Successful applicant will manage company internal processes that comply with quality standards such as International Standards Organization (ISO) and Capability Maturity Model Integration (CMMI). IMC is currently certified in the following ISO Standards: 9001:2015; 20000:2011; 27001:2013 and is preparing for an initial audit for CMMI Level 2.

Required skills:

- Experience and understanding of ISO and CMMI standards are required.
- Minimum of 1 year of experience in a quality assurance/quality control position is required

Desired skills:

- Bachelor’s Degree or above is desired.
- MANAGER OF QUALITY/ORGANIZATIONAL EXCELLENCE CERTIFICATION - CMQ/OE or Total Quality Management Professional (TQMP) is desired.

Responsibilities:

- Implements and performs quality assurance functions in compliance with International Office of Standards (ISO), Capability Maturity Model Integration (CMMI), or other quality assurance methodologies.
- Reviews requirements, specifications and technical quality documents to provide timely and meaningful feedback.
- Creates detailed, comprehensive, and well-structured test audits.
- Identifies, records, documents thoroughly, and tracks corrective actions.
- Liaises with internal teams to identify quality requirements and standards.
- Investigates the causes of non-conforming quality procedures (ISO and CMMI) and implements corrective action.
- Tracks quality assurance metrics.



- Creates Standard Operating Procedures (SOPs).
- Performs Quality Audits for internal Quality Control Plans (QCP), ISO, and CMMI.
- Establishes best practices and quality assurance methodologies.

Background Information:

Innovative Management Concepts, Inc. (IMC), a Service-Disabled Veteran-Owned Small Business, provides a broad range of information technology services to government and commercial clients. Since its founding in 1989, IMC has offered solutions and expertise in: IT operations and maintenance, cyber security, systems and network engineering and support services, cloud/hosting services, software engineering and development, website services, software quality assurance and testing (including IV&V), and project management. IMC is certified in International Organization for Standardization (ISO) 9001:2015 Quality Management, ISO 27000:2013 Information Technology Security Management, and ISO 20000:2011 Information Technology Service Management. Find out more about IMC at www.imcva.com.

IMC is an Equal Opportunity Employer