

Quality Specialist I

Location: Tulsa, OK	Days/Hours: Monday–Friday, 8:00 AM – 5:00 PM
Team: Tulsa Quality Department	Reports to: Quality Manager

About Rolled Alloys

Rolled Alloys is a supplier of stainless, nickel, and titanium alloys to a wide variety of end-use applications—including Aerospace, Medical, Defense, and Thermal Processing. The excellence of our people, we feel, is the key to our success. Our mission is to exceed the expectations of our customers worldwide to the mutual benefit of our people, customers, and suppliers. For more information, visit rolledalloys.com and our social media channels.   

What You Will Be Doing

As a Quality Specialist I at our Tulsa, Oklahoma facility, you will be a key member of a small, close-knit on-site quality team, working alongside our Quality Manager to keep daily quality operations running smoothly. Working safely is always the first priority in all aspects of this role. Your core focus is conducting inspections, verifying that customer requirements are accurately reflected in our system before or after processing, and reviewing documentation that releases product to our customers accurately and on time.

As you build a strong foundation, the role grows. You will take on expanded ownership of additional quality programs and serve as the on-site quality point of contact when the Quality Manager is away. It is a hands-on, varied role that moves between the production floor and the desk, well suited to someone who is dependable, detail-oriented, and comfortable wearing more than one hat. Day-to-day direction is provided by the on-site Quality Manager.

Core Responsibilities

These are the daily priorities of the role — the work that must be completed each day to release product and keep orders moving.

- **Order verification before processing (Pre-Checks):** review the customer purchase order against the sales order to catch entry errors before processing, with emphasis on priority aerospace customer orders.
- **Quality inspections:** perform final inspections to release orders to shipping — reviewing customer requirements and internal quality notes, then conducting physical inspections (measurements, visual checks, and documentation).
- **Adherence to Quality Management System-** Identify and report quality issues, and work with production/quality teams to identify/implement corrective actions.

Additional Day-to-Day Responsibilities

As inspection volume allows, you will share in the broader quality workload. The mix shifts day to day based on what the site needs.

- > **Email and order exceptions:** handle allocation exception emails (orders that cannot be fulfilled as entered) and other quality requests that come in by email.
- > **Ticketing:** triage and complete quality requests assigned to you through the internal ticketing (Portal) system.
- > **Returns (RGAs):** process Returned Goods Authorizations — update records in the system and support investigation as needed.
- > **Nonconforming material:** coordinate with the Quality Manager to disposition and track quarantined (nonconforming) material, and log internal errors and discrepancies.
- > **Floor support:** respond to emergent quality issues on the production floor and troubleshoot alongside operations to resolve them.
- > **Workstation reviews:** participate in monthly workstation reviews — checking organization, calibration status, safety, and procedure adherence at the point of use.

On-Site Coverage and Backup

Because this is a two person quality team, you will be the on-site quality presence when the Quality Manager is away. On those days you will serve as backup for the shared QA email inbox and manage incoming quality tickets for the location. Remote support is available when you need it, but there will be times you need to step in and keep things moving.

Expanded Ownership

Once your foundation is set, you will take on expanded ownership of several programs. These are introduced gradually, with support and hand off from the Quality Manager.

- > **Complex conversion reviews:** learn and eventually own the review of documentation packets for complex, multi-stage conversion processing — verifying each step is properly documented and certified against a defined checklist before final release.
- > **Calibration program:** own the site calibration program — tracking calibration due dates for tools and gauges across the facility, performing in-house calibrations where appropriate, and coordinating third party calibration services as needed.
- > **PMI program:** own the site PMI (X-Ray alloy analyzer) program — routine maintenance and safety checks, basic troubleshooting, coordinating with the manufacturer on repairs, team training, and supporting proper use across the team.

Qualities We Seek

- > Detail oriented, with a strong quality mindset and consistent follow through.

- > Dependable and self-directed — able to organize, prioritize, and work independently, especially when covering the site solo.
- > Adaptable: willing to flex between responsibilities based on the day's workload and where the team needs support.
- > Comfortable on the production floor as well as at a desk.
- > A clear communicator in writing and in person, comfortable coordinating with operators, leads, scheduling, sales, and management.
- > Calm and organized in a dynamic, interrupt-driven environment.

Preferred Skills & Experience

- > 2+ years in a quality, manufacturing, or operations environment.
- > Proficient with basic measurement tools (calipers, micrometers, tape measures) and visual inspection methods.
- > Comfortable with Microsoft Office (Outlook, Excel, Word, Teams) and learning internal systems and tools.
- > Able to read and interpret customer specifications, work instructions, and basic drawings.
- > Familiarity with nonconformance processes and basic root-cause tools (5-Why, fishbone/Ishikawa) is a plus.
- > Familiarity with metals (stainless, nickel, titanium), heat/lot traceability, and material certification documentation is a plus.
- > High school diploma or equivalent.

Physical Requirements

- > Ability to stand and walk for extended periods on the production floor.
- > Ability to lift up to 25 lbs. occasionally.
- > Vision adequate for close inspection of material and documentation (with or without correction).
- > Comfortable wearing required PPE (safety glasses, steel toe footwear, hearing protection as posted).

What We Offer

- > Training and career development with onboarding programs for new employees
- > Confidence in joining an established company (est. 1953) with a strong financial history.
- > A clean, safe, well-lit, and temperature-controlled environment
- > Leadership that is committed to the team and its people

Incentives:

- > Health care: medical, dental, vision
- > 401(k) Plan with a favorable company match
- > Life / AD&D Insurance



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- > Long-Term Disability
- > Paid time off: vacation, personal time, holidays
- > Tuition Reimbursement
- > Profit Sharing
- > Monetary rewards for achieving goals—E.g., safety

Apply Today

- > Contact HumanResources@rolledalloys.com for any questions.

We look forward to hearing from you.