



JOB DESCRIPTION AND DUTIES

JOB DESCRIPTION SUMMARY

This position is responsible for developing, planning, and directing processes in support of the company's quality system. Work in a team environment with suppliers and other team members to develop and implement best practices that emphasize defect prevention, reduction in variation and waste and provide for continuous improvements in meeting all customer requirements. It plays an important role in helping to foster a culture of sustainable change through the creation and embedding of LEAN methodology to deliver business transformation.

DUTIES AND RESPONSIBILITIES:

1. **PRODUCTION QUALITY (40%)**
 - a. Provide Quality role for New Product Introductions (NPIs), and participate in NPI builds, PPAP/FAI, and process qualifications, as necessary.
 - b. Perform audits and inspections for Production jobs in process. Report on Key Performance Indicators (KPIs).
 - c. Validate production improvement requests to ensure form, fit and function specifications are followed.
 - d. Perform part and assembly inspections. Assist with first article sample approvals.
2. **SUPPLIER QUALITY (30%)**
 - a. Perform Corrective Actions for both production and distribution parts as needed. Improve internal processes by determining Root Cause Corrective Actions (RCCA)
 - b. Lead and manage Customer and Company quality issues, including the CAPA process for both distribution and manufacturing areas.
 - c. Visit suppliers as necessary for Quality issues or on-boarding audits. Lead the supplier approval process.
 - d. Perform incoming inspection on parts designated as risk items.
3. **QUALITY MANAGEMENT SYSTEM (20%)**
 - a. Maintain QMS to meet all requirements of the ISO certification process.
 - b. Monitor top level Company Quality Objectives and key Customer performance metrics.
 - c. Serve on MRB as Quality liaison.
 - d. Develop, implement, and maintain a Continual Improvement Program based upon Lean principles that enhance all aspects of Performance (customer value, quality, productivity, and safety).
4. **OTHER (10%)**
 - a. Miscellaneous projects and duties as assigned.

WORKING CONDITIONS

1. 40 plus hours per week over 5 working days.
2. Manufacturing and Hybrid Office environment.
3. Customer visits, vendor audits and external training as needed.

EDUCATION, SKILLS, and EXPERIENCES

1. 4-year Engineering degree required.
2. Minimum 5-10 years of experience within a role with similar duties and responsibilities.
3. A 'completer-finisher' taking accountability for ideas from inception to delivery, in an environment that requires robust metrics to confirm success.
4. Excellent verbal and written communication skills and the ability to interact professionally with a diverse group including partners, senior managers, and subject matter experts
5. Self-motivated and self-directed, with a high sense of urgency
6. Proficiency with Microsoft Office products such as Excel, Power Point, and Word
7. ERP knowledge and familiarity, Epicor a plus
8. Manufacturing and Distribution experience preferred