## **Job Description Click to collapse**

**Job Duties & Responsibilities:**

* Applies a strong knowledge of quality systems and developing and or improving the systems and products to ensure that the business attains its annual goals and meets internal, customer and ISO 9001 requirements.
* Work in conjunction with design and process engineering, manufacturing, sales, customer service, and purchasing personnel to resolve problems relative to customer complaints, product design, specifications, materials, tooling, and production operations affecting quality.
* Develop and maintain quality control plans to incorporate statistical control, analyses, and reporting of results and trends.
* Maintain and improve the quality program to ensure conformity of purchased materials and components.
* Work with the engineering team to establish quality procedures and guidelines for all new products.
* Review current products and establish quality assurance procedures and related documents.
* Establish and maintain all inspection criteria and documentation. (Inspection reports and Inspection procedures).
* Implement QA procedures during pre-production and production startup.
* Work closely with production supervisors to maintain and communicate quality requirements.
* Prepare necessary reports and maintain all pertinent records.

**Education & Experience:**

* High school diploma, high school equivalency degree (HSED), or general education degree (GED) is required.
* Minimum of 10 years’ experience in a practical or related field in an ISO CNC and precision assembly environment required.
* 7+ years experience with knowledge and application of root cause analysis and problem solving in a continuous improvment environment pertaining to metal materials and/or CNC machining.
* Experience performing internal audits and audit reporting.
* Must be computer literate, including office 365 applications.
* Excellent written and verbal communication skills with internal team members and external, suppliers, and subcontractors required.
* Must be able to write technical reports and business correspondence reports.
* Must possess skills in advanced mathematics and statistics.
* Must possess the ability to read, interpret and understand precision measuring tools (CMM, Gauges, Calipers, Micrometers, etc.), blueprints, schematics, and precision principles such as GD&T.
* Must be able to work independently and in a team setting.
* Should be knowledgeable in value stream mapping, root cause analysis, kaizen events, and process capabilities (CPK/CP).