



JOB DESCRIPTION

Position: Quality Engineering	Revision Date: October 23, 2018
Reports to: Quality Manager	Department: Quality

Purpose and Scope:

The Quality Supervisor coordinates the activities of the metrology staff. The Quality Engineer is responsible for coordinating and administering the company quality program in relationship with designated customers, to ensure APQP requirements as well as overall program timelines are met, in accordance with company and customer requirements.

Core Competencies

<ul style="list-style-type: none"> • Attention to detail 	<ul style="list-style-type: none"> • Quality Core Tools
<ul style="list-style-type: none"> • IATF16949 Specification 	<ul style="list-style-type: none"> • Leadership & Training
<ul style="list-style-type: none"> • Communication 	<ul style="list-style-type: none"> • Organizational and interpersonal skills

Responsibilities

Key Responsibilities

- Act as customer liaison for program planning and trials up to and including PPAP submission
- Serve as internal champion for any customer issues or concerns
- Assist in new program feasibility review
- Participate in new business reviews, customer programs and supplier development
- Assist in establishing procedures for assigned programs to ensure high standards of quality, reliability and safety
- Assist with promoting and implementing company-wide quality improvement efforts
- Participate in quality process improvements
- Support and assist with IATF16949 compliance
- Supervise and support Quality Inspectors

Job Specifications

Knowledge & Skill

- Minimum of 5 years injection moulding experience preferred
- 2-3 yrs. experience in administration or quality engineering (SPC and problem-solving techniques)
- Good organizational & interpersonal skills
- Good oral and written communications skills
- Working knowledge of MS Word, Excel and other related software programs as required
- Good understanding of metrology (GD&T, CMM, etc.)
- Knowledge of APQP and PPAP processes
- Familiar with ISO9001 and IATF16949 standards

Training and Development Opportunities

- As required

Approval

Manager/Supervisor:

Date:

Human Resources:

Date: