



## Job Description

<b>Job Title:</b>	Quality Engineer	<b>Department:</b>	Quality Engineering
<b>Reports To:</b>	Quality Manager	<b>Status:</b>	Full-time
<b>FLSA:</b>	Exempt	<b>Job Grade:</b>	5
<b>Type:</b>	Indirect	<b>WC Code:</b>	3060
<b>Approved by:</b>	Belinda Whetstone	<b>Approved Date:</b>	May 26, 2017

### **JOB SUMMARY:**

Quality Engineer is responsible for supporting the Quality Manager and Supplier Quality Engineers in day to day QA, QC and QE activities. He/she is responsible for participating in internal/external corrective activities, drafting, releasing and updating inspection procedures and mapping department process flows. He/she is also required to fill in for the Quality Manager and the Supplier Quality Engineer in their absence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)**

- Assist the Quality Manager and supplier Quality Engineer in day-to-day QA/QC duties
- Leads, creates and maintains inspection instructions and process flows
- Leads, creates, assigns and follow up with internal Corrective Action Requests (ICAR) and Customer Supplier Corrective Action Requests (SCAR)
- Leads, creates, assigns and follow up with supplier Quality Alerts (SQA) and Supplier Corrective Action Requests (SCAR)
- Leads, creates and maintains standard inspection procedures and process flows.
- Leads, creates and maintains in process and final inspection plans.
- Leads, creates and maintains receiving inspection plans.
- Leads, partake and or assist with internal corrective action and PDCA (Problem Solving) events
- Data collection, data processing, data analysis
- Conduct capability studies
- Conduct internal and external and supplier audits
- Determines quality improvement parameters by identifying statistical methods relevant to manufacturing processes.

### **KEY COMPETENCIES:**

- Process oriented approach
- Manufacturing knowledge/exposure
- Problem Solver

### **SUPERVISORY RESPONSIBILITIES:**

- None

**MINIMUM QUALIFICATIONS:** (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum



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knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

<b>Education:</b>	BA or BS in related field - manufacturing/mechanical engineering, Quality Engineering
<b>Experience:</b>	1-3 years manufacturing/quality or supplier quality; automotive and discrete manufacturing experience a plus
<b>Certificates, Licenses, Registrations:</b>	Six Sigma Green Belt (Preferred) ASQ CQE (preferred)
<b>Computer Skills:</b>	Proficient in Excel, Minitab, Excel, Word, Visio
<b>Mathematical Abilities:</b>	Statistical mathematics
<b>Analytical or Reasoning Abilities:</b>	Geometric dimensioning and tolerance (basics); process capability (Cpk/Ppk/UCL/LCL), PDCA Problem Solving
<b>Communication Skills: (Writing, Foreign Language, Reasoning)</b>	Must have excellent written and verbal communication skills
<b>Other Skills (Technical, or Other special knowledge and abilities)</b>	Quality systems/supplier quality management system, data collection; willing to learn and adapt; must be honest reliable and willing to travel up to 25%

**PHYSICAL DEMANDS:** (The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to lift up to 30lbs. a few times per week
- Long periods of time sitting at a desk (daily)
- Manual dexterity to type on computer keyboard and operate general office equipment, such as phone, fax and copier
- Must be able to speak and hear adequately.
- Clear vision for close distances and driving

**WORK ENVIRONMENT:** (The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Office environment (controlled climate)
- Quiet to moderate noise; occasional loud noise when in production area



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- Up to 25% travel for domestic and international travel

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#### **INTENT AND FUNCTION OF JOB DESCRIPTIONS**

This job description is intended to convey information essential to understanding the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Therefore the duties and responsibilities of this position are subject to change over time during your employment. This job posting also serves to ensure that the hiring process is fairly administered and that qualified employees are selected.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive during the entire length of employment. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

This job description is not intended to be used as an employment contract and therefore is not legally binding as an employment contract. Anthony International and all of its subsidiaries maintain status as an at-will employer. Employees can be terminated for any reason not prohibited by law.