

**JOB DESCRIPTION - 505**

Job Title:	Quality Manager	Status	Exempt
Department:	Quality	TDF212 R001 03/28/2016	

JOB PURPOSE:

The Quality Manager is responsible for management, organizing, and structuring the Quality Functions the Department. The Quality Manager may delegate all duties assigned to a qualified assistant as necessary; however, such delegation does not relieve him/her of overall responsibilities.

- Maintains and continually improves the company's AS 9100, and ISO 9001 quality ratings
- Maintains current vendor certifications and attains new strategic customer certifications
- Establishes and adheres to relevant Health and Safety standards
- Responsible for Export Control

DUTIES AND RESPONSIBILITIES:**Quality Assurance**

- Creates and manages processes that ensure corporate product/service quality standards are met
- Ensures all specifications meet with manufacturing and legal requirements
- Works with manufacturing, engineering, suppliers, and customers on quality related issues
- Oversees/audits company processes per ISO 9001 & AS 9100, as well as per customer requirements
- Oversees the calibration of all measuring and test equipment
- Reviews contracts for quality issues
- Investigates root cause of non-conformance, and develops/implements corrective action plans together with departments involved
- Responsible for Continuous Improvement and Preventative Action
- Oversees Approved Vendors List. Monitors quality of work, and ensures audits are performed as needed
- Maintains and keeps current training files on all employees including any previous relevant experience
- Evaluates personnel training effectiveness establishes required initial and recurring training practices
- Ensures tests/inspections are properly performed and proper inspection forms/records/reports are properly completed prior to releasing the component.
- Responsible for Export Control requirements.
- Performs yearly Management Review Meetings
- Performs Customer Satisfaction Surveys

Health & Safety

- Manages Occupational Safety & Health Administration (OSHA) compliance and inspections
- Chairs the company's safety committee meetings
- Familiar with all applicable practices and procedures

QUALIFICATIONS

- Degree from an accredited College in an engineering discipline or quality engineering
- 5+ years Quality Manager of department in an AS9100 environment
- Computer literate, MS Word, Excel, PowerPoint
- Excellent verbal, written, and interpersonal skills
- Experience with quality systems that include engineering design processes
- Experience with statistically process control
- Experience with 5S / Lean processes preferred
- Experience with CE a plus
- Experience with OSHA compliance
- Experience with conducting internal and supplier quality audits

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WORKING CONDITIONS:

Office Environment: Well lit, conditioned (heated and cooled) environment. At times on shop floor to perform tasks.

PHYSICAL REQUIREMENTS:

Sitting at desk for 80% of the work day.

DIRECT REPORTS: President