



Job Title: Quality Assurance Manager

JOB SUMMARY

The Quality manager is a management representative to maintain our Quality Management System (QMS) to the most recent quality standards and oversee Quality Assurance / Quality Control, including supervision of personnel, internal auditing, quality improvement activities, as well as interaction with customers and suppliers.

REPORTING TO

Vice President – General Manager

ESSENTIAL JOB FUNCTION

- Promotes quality achievement and performance improvement throughout the organization
- Develop, implement, communicate, and maintain a quality plan to bring the quality system and policies into compliance with quality requirements and all quality system requirements.
- Manage and maintain the company's quality inspection and product release programs for incoming and in-process materials and components, processes, and finished goods.
- Formulating and manage the development and implementation of goals, objectives, policies, procedures and current quality standards.
- Assess the product specifications of the company and its suppliers. Documents data resulting from QA activities.
- Develop systems and approaches to solve quality issues.
- Set up and maintain control of documentation procedures.
- Liaising with customers and auditors ensuring the execution of corrective action and compliance with customers specifications.
- Performing PPAP's per customer requirements.
- Identifying relevant quality-related training needs. Prepare and present technical and program information to team managers and staff.
- Analyze performance data and charts against defined parameters.
- Maintain Key Productivity Indicators (KPI's) as established.
- Support and implement lean practices.
- Develop, manage and audit key metrics (including scorecards), ensuring identified service level benchmarks are met.

SKILLS and ABILITIES

- Good understanding of quality systems and familiarity with statically processes is required.
- Good verbal and written communication skills.

- Willingness to own decisions and take responsibility for outcomes.
- Knowledgeable in Microsoft office

EDUCATION and EXPERIENCE

- Engineering Bachelor of Science degree and/or technical discipline.
- Supervisory experience preferred.
- 5 years managing a certified Quality Management System.
- Able to develop team, cross discipline relationships.