

# Quality Assurance Compliance Engineer: Quality Assurance Compliance Engineer I

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Provides oversight for the development and maintenance of quality programs, processes and procedures that ensure compliance with policies and that the performance and quality of services conform to established standards and agency guidelines. Provides expertise and guidance in interpreting policies, regulatory and/or governmental regulations, and agency guidelines to assure compliance. Works directly with operating entities to provide process analyses oversight on a continuing basis to enforce requirements and meet guidelines. Leads audit and inspection preparation, resolution of audit and inspection findings and liaises with auditing groups and inspectors through all stages of the audits. Co-ordinates legal requests in support of government investigations or litigations. Ensures the quality assurance programs and policies are maintained and modified regularly. Facilitates uniform standards worldwide and enables best practice sharing, thereby fostering the achievement of company's mission globally.

## **Knowledge**

Limited use and/or application of technical principles, theories and concepts.

## **Problem Solving**

Develops solutions to routine technical problems of limited scope.

## **Discretion/Latitude**

Work is closely supervised. Follows specific detailed instructions.

## **Impact**

Contributes to the completion of routine technical tasks. Failure to achieve results can normally be overcome without serious effect on schedules and programs.

## **Liaison**

Contacts are primarily with immediate supervisor, project leaders and other professionals in the section or group.

## **Work Products (Examples may include but are not limited to)**

Quality System Databases and Software Applications; i.e., TIPQA and FRACAS. Training and Development System and Software Applications. Microsoft Office Applications. Inspection and Measurement Equipment; i.e., Microscope. Manufacturing Tools.

## **Minimum Education and Experience**

0 - 1 year with BS in Electrical or Mechanical Engineering.