

Quality Assurance Supplier: Quality Assurance Supplier II

Plans, organizes, directs and reports on all supplier quality-related activities such as raw materials, contracted designed and manufactured items, packaging materials, good manufacturing practices (GMP) service providers and laboratories to assure procurements meet or exceed the requirements. Translates engineering, manufacturing and quality requirements. Assures that customer quality-imposed technical requirements are adhered to by supplier and that a quality system is maintained. Conducts programs designed to improve supplier performance, productivity and process validation. Prepares, maintains and reviews procurement quality assurance procedures to assure compliance with customer and/or government requirements. Reviews and analyzes corrective action reports and purchase orders in an effort to reduce and eliminate defects. Monitors quality control activities and systems at supplier and subcontractor facilities. May administer a certified supplier program. May also audit third party manufacturers, due diligence and vendor selection process. May perform deviation investigations into quality issues.

Knowledge

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

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

Quality System Databases and Software Applications; i.e., TIPQA and FRACAS. Microsoft Applications. Inspection and Measurement; i.e., Microscope. Knowledge of ISO-9000/AS9100 Quality Management System Standards, Supplier QA Programs Requirements and control of nonconforming material requirements.

Minimum Education and Experience

3+ years of directly related experience with a Bachelor's Degree in Electrical or Mechanical Engineering.