

Quality Assurance Supplier

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.

Level 1		Level 2		Level 3		Level 4		Level 5	
Quality Assurance Supplier I		Quality Assurance Supplier II		Quality Assurance Supplier III		Sr. Quality Assurance Supplier		Quality Assurance Manager	
Knowledge	Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.		Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices. Ensure the quality of selected items purchased, supplier performance and compliance to contractual requirements.		Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization. Ensure the quality of selected items purchased, supplier performance and compliance to contractual requirements. Conduct data evaluation of suppliers to determine root cause of their non-conformances and consult with offending suppliers to prevent recurrences of similar issues.		Develops advanced concepts, techniques and standards. Develops new applications based on professional principles and theories. Viewed as an expert in the field within the corporation. Ensure the quality of selected items purchased, supplier performance and compliance to contractual requirements. Conduct data evaluation of suppliers to determine root cause of their non-conformances and consult with offending suppliers to prevent recurrences of similar issues.	
Problem Solving	Solves routine problems of limited scope and complexity by following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.		Develops solutions to problems of unusual complexity which require a high degree of ingenuity, creativity and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions.	
Discretion/Latitude	Work is closely supervised. Follows specific detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	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.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.		Decisions affect the financial, employee or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.	

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Liaison		Contacts are primarily with immediate supervisor and other personnel in the section or group.		Frequent internal company and external contacts. Represents organization on specific projects.		Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations. Interacts with all levels of management, external suppliers and customer representatives. Regular contact with DoD customers.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives. Interacts with all levels of management, external suppliers and customer representatives. Regular contact with DoD customers.	
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.		Quality System Databases and Software Applications; i.e., TIPQA and FRACAS. Microsoft Applications. Inspection and Measurement; i.e., Microscope. Working knowledge of ISO-9000/AS9100 Quality Management System Standards, Supplier QA Programs Requirements and control of nonconforming material requirements.		Quality System Databases and Software Applications; i.e., TIPQA and FRACAS. Microsoft Applications. Inspection and Measurement; i.e., Microscope. Conducts internal conformance audits. Working knowledge of ISO-9000/AS9100 Quality Management System Standards, Supplier QA Programs Requirements and control of nonconforming material requirements. Solid understanding of relationships among Procurement, Suppliers and other functions. Full knowledge of production planning, setback schedules and manufacturing process flows.		Quality System Databases and Software Applications; i.e., TIPQA and FRACAS. Microsoft Applications. Inspection and Measurement; i.e., Microscope. Knowledge expert in ISO-9000/AS9100 Quality Management System Standards, Supplier QA Programs Requirements, and control of nonconforming material requirements. Thorough understanding of relationships among Procurement, Suppliers and other functions. Knowledge expert of production planning, setback schedules and manufacturing process flows.	
Minimum Education and Experience		1+ years of directly related experience with a Bachelor's Degree in Electrical or Mechanical Engineering.		3+ years of directly related experience with a Bachelor's Degree in Electrical or Mechanical Engineering.		6+ years of directly related experience with a Bachelor's Degree in Electrical or Mechanical Engineering. Green Belt Certification recommended.		10+ years of directly related experience with a Bachelor's Degree in Electrical or Mechanical Engineering. Green Belt Certification recommended.	