

**Job Title: QUALITY ASSURANCE ENGINEER****Reports To:** David Hardin**Supervises:** Quality Auditors**Job Location:** Advantage Manufacturing Friendship, TN.**Rev:** ADV-JDescrQAE-Rev-A**Date:** 3/25/2021**Description of the Company (preliminary)**

Advantage Manufacturing provides a wide variety of electromechanical components for custom designed applications. The Company provides engineering and design assistance as well as supply chain management and specializes in injection and blow molded plastic products and secondary processes as laser-etched and pad printing. Advantage customers are from Automotive, appliances, medical and gun parts markets.

**Purpose of Position**

The Job Title is responsible for:

**JOB DESCRIPTION KEY ELEMENTS**

- 1) QAE is responsible to provide Quality Support to automotive and non-automotive customers/vendors, managing/controlling product specifications and quality matters; to existing and new program development ... all to ensure that parts are supplied in a way that meets the account's requirements for timing, cost and quality.
- 2) The QAE will be engaged with the sales team, once one new product/business is requested for quote for its feasibility review quality support once the project is awarded to ADVANTAGE MFG. for regular production.
- 3) Lead Projects for Quality Department team to work with manufacturing partners to provide feasibility/DFM studies to customers during program development/design finalization and then PPAP/APQP documentation during approval process. Handle PPAP requests, PPAP tracking, PPAP review (review of PPAP processes and documentation to ensure a "first time correct" PPAP submission to the customer) - this requires communication back and forth with the manufacturing partner in order to ensure the quality of the PPAP elements, follow up on approval status as needed.
- 4) Monitor and keep records of New Product Launch efficiency (Target KPI=100%) and keep stakeholders informed on monthly frequency or sooner if required.
- 5) QAE will be responsible on maintain all current and future certifications acquired by ADVANTAGE MFG. such as ISO9001, ISO1400, IATF16949, FDA, FFL, etc.

- 6) Execute a Continuous Improvement Program based on ADVANTAGE MFG. P&L and financial reports.
- 7) Manage Quality KPI's to the specified target such as: On Time Delivery = TBD, Cost of Quality = TBD/yr., PPM = TBD/yr. Q of Quality 12 months = TBD.
- 8) Serving as the QAE between the customer and ADVANTAGE manufacturing partners by creating, reviewing, and providing multiple industry standard documents to the customer that ensure a smooth APQP and thorough part/tooling approval.
- 9) Providing "Internal Support" to ADVANTAGE MFG. Supply Chain Specialist on BOM's audits.
- 10) Manage and provide "Vendor Support" to ensure customer requirements are understood and implemented, and to ensure that vendor concerns, needs and specifications are relayed in a clear and concise manner to the account so that there is an acceptable resolution to all parties.
- 11) Handling "Miscellaneous Special Projects" that emerge.
- 12) Plan and participate with ADVANTAGE MFG. staff to create new strategies to get the company to the next level of efficiency/profitability & growth.
- 13) Lead Quality Team to practice and apply the principles and techniques of LEAN MANUFACTURING methodology for any product or service offered to any customer.

**Skills & Abilities, Experience and Education**

- Engineering degree (BSEE, BSME) or proven comparable technical background.
- 5 years minimum experience in Quality Assurance /Engineering.
- Understanding of manufacturing and tooling processes for items that involve rubber and/or plastic injection molding, painting, laser etching.
- Self-driven.
- Ability to travel domestically and overseas a minimum of 15% of the time.
- Strong verbal and written communication skills, including customers and suppliers where English is their second language
- Able to give technical presentations.
- Working knowledge of MS Word, Power Point, Excel, Outlook, and Project software and good overall computer competency.
- Ability to read 2D drawings and understand tolerances, GD&T basics application.
- Ability to view and measure components in 3D CAD models.
- Strong knowledge of all common AIAG APQP/PPAP procedures and documentation.
- Ability to utilize the POKE YOKE technique and create records of lessons learned.

Understanding of 5 Why, 8D, G4, Fishbone Chart, Pareto Chart, and other Root Cause Analysis methodologies.

**Essential Responsibilities & Approximate Allocation of Time**

**Daily**

<b>1</b>	<p><b>Main Responsibility:</b> Lead Quality Department/team through Advantage Manufacturing standards, mission and philosophies supplying products that meet high quality standards to all Advantage customers.</p>	50%
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2	<b>Second most important Responsibility:</b> Provide support to Quality and Production departments by keeping ISO9001, OSHA, IATF16949 certifications and records.	30%
3	<b>Manage Quality KPI's:</b> Record and manage quality KPI data and report to Executive Management Team on a monthly basis. Escalate any quality trends to Executive Management Team and to appropriate manufacturing management personnel for corrective actions.	10%
4	<b>Establish and Manage Continuous Improvement Program:</b> Develop and implement CIP with manufacturing partners. Provide technical support to mentor and teach technical staff and management team with supply partners to help in improvement of technical competence and quality performance.	10%

Job Description - Template