



## **JOB DESCRIPTION**

### **Quality Engineer**

**Reports To:** Quality Engineer

**Summary:** The quality engineer works directly with the quality and safety manager to ensure company compliance with quality standards and is responsible for performing quality engineering initiatives to production and operations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the quality engineer with processing customer drawings, must be able to understand and interpret inspection drawings.
- Assist the quality engineer in developing and maintaining the AS9100C procedures in the quality manual.
- Assist the quality engineer in FIFO audits and internal quality system audits.
- Assist Inspection in accordance with IPC-A-620 workmanship manual and customer specs and drawings.
- Other duties as assigned.

#### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in engineering: electrical, industrial, or mechanical
- Knowledge/experience with other Quality Systems and regulatory issues a plus such as FAA, SAE, UL and IPC a plus.
- Competence in performing quality system audits.
- Familiarity with Control Plans, FMEAs, Root Cause Analysis, Corrective/Preventive Action Plans, Statistics, Supplier management.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

#### **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as inspection drawings. Ability to write routine reports and or correspondence. Ability to communicate effectively with customers and coworkers.

#### **MATHEMATICAL SKILLS**

Ability to perform office math functions.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions in written and oral form.  
Ability to deal with problems involving several concrete variables in standardized situations.  
Ability to problem solve.

## **OTHER SKILLS AND ABILITIES**

- Attention to Detail
- Excellent written and oral communication Skills
- Effective team player with the ability to work independently
- Strong keyboarding skills
- Proficient in MS Office (word, excel, and outlook) and Adobe Pro
- Excellent interpersonal skills.

**PHYSICAL DEMANDS** Must be able to sit at the desk most of the day. Must be able to keyboard and perform other repetitive tasks. Must be able to lift up to 25 pounds occasionally.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. This is a fast-paced environment, requiring adaptability and flexibility.

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