



Job Title: Quality/Process Engineer	Reports To: Quality Manager
Department: Quality	FLSA Status: Exempt
Date: February 1, 2017	EEO Code: 2 Job Group Code: 059 Census Code: 153

Position Overview: This position is responsible for support of the Quality Management System, quality and process control and improvement, process development and training, support inspection and test operations, and monitoring and improving supply-chain quality of a precision machining, metal fabrication, and finishing manufacturing operation.

Essential Job Functions

- Ensure effective operation of the Quality Management System to consistently provide products and services that satisfy customers' requirements along with statutory and regulatory requirements.
- Assist Quality manager in establishing, implementing, and maintaining the quality management system and associated documentation, including procedures and work instructions.
- Perform root-cause analysis and problem solving, along with facilitating the implementation of corrective action for process or product issues.
- Support continual improvement activities to enhance the quality system and other improvement initiatives including 6S, Kaizen events, lean methods, etc.
- Interface with Engineering and Operations to ensure transfer to Production of new products is in accordance with approved data.
- Support inspection and test personnel to ensure that products meet customer requirements.
- Conduct internal audits of the Quality Management System, document and communicate findings, and facilitate root-cause analysis and implementation of corrective and preventive actions.
- Work with customers to resolve customer complaints and implement corrective action.
- Monitor supplier quality performance and facilitate supply-chain improvements, along with requesting corrective and preventive actions and performing supplier audits as required.
- Develop and facilitate quality improvements, including tracking, analyzing, reporting, and problem solving.
- Develop and implement methods and procedures for disposition of discrepant material and devise methods to assess cost and responsibility.
- Direct workers engaged in measuring and testing product and analyze measurement data concerning materials, product, or process quality and reliability.
- Develop training programs and conduct training sessions to build quality awareness and to promote continuous process improvement.
- Perform first-article inspections of the product and complete associated reports.
- Use coordinate measurement machines to inspect products to ensure they meet dimensional requirements.
- Support process control activities for special processes including chemical finishing, heat treating, hardness and conductivity, welding, and painting operations.

Requirements

- **Education/Experience:** Bachelor's Degree and 5 years of experience. Prefer a candidate with manufacturing experience in precision metal fabrication and a working knowledge of chemical-finishing operations.
- **US Citizenship:** Candidate must be able to qualify for a US Government security clearance.
- **Supervisory Responsibilities:** This job has no supervisory responsibilities.
- **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required. Prefer an ASQ Certified Quality Engineer or Technician, or a Six Sigma certification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Ability to plan, control, and ensure product and process quality in accordance with quality principles that include planning processes, material control, acceptance sampling, and measurement systems.
 - Ability to acquire and analyze data using appropriate standard quantitative methods across a spectrum of business environments to facilitate process analysis and improvements.
 - Understand processes for product acceptance, including reading and interpreting technical drawings with geometric dimensioning and tolerance terminology, how and when to apply various inspection and testing techniques and sampling plans, and determining which techniques are appropriate for specific processes.
 - Ability to select and use appropriate measurement tools (such as calipers, micrometers, thread gages, coordinate measuring machine, and electronic measuring equipment), assess accuracy and precision, and evaluate the measurement results to determine conformance to specifications.
 - Knowledge of quality concepts and quality processes as applied to a manufacturing operation, such as Six Sigma, lean manufacturing, and cost of quality.
 - Have a fundamental understanding of a quality system and its development, documentation, and implementation to ISO 9001 and AS9100 standards.
 - Have an understanding of the audit process including types of audits, planning, preparation, execution, reporting results, and follow-up.
 - Have a thorough understanding of problem solving and quality improvement tools and techniques, including knowledge of management and planning tools, quality tools, preventive and corrective actions, and how to overcome barriers to quality improvements.
 - Work within a team-based environment, applying skills to both effectively facilitate a team and participate as a team member.
 - Have the computer skills and experience for performing data analysis and the presentation of data, along with a familiarity of CAD/CAM tools.
 - Ability to write documents, including procedures and work instructions.
 - Ability to write reports and correspondence.
 - Ability to speak effectively before employees and management of the organization.

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made in accordance with federal law to enable individuals with disabilities to perform the essential functions. It is essential that each employee interact with M2 concerning such accommodation to attempt to assure the employee's effectiveness, safety, and health concerns within the meaning of the law.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

M2 Global Technology Ltd. maintains a work environment based on team-based management. All employees are expected to adhere to the philosophies and charter necessary to support and foster a team based environment, including, but not limited to, encouraging and supporting team members when applicable and maintaining a high degree of discipline, respect, and trust.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the evolving needs of the organization.</p>
