

## JOB DESCRIPTION

**JOB TITLE:** QUALITY CONTROL - ASSISTANT MANAGER

**REPORTS TO:** QUALITY MANAGER

**DEPARTMENT:** Quality

### **JOB SUMMARY:**

Responsible for developing and maintaining a system to control and assure that all products manufactured by the organization meet customer specifications and achieve superior quality and reliability levels.

### **DUTIES AND RESPONSIBILITIES:**

1. Develops and implements a quality management program, to include resources, systems, and timetables to support, contribute to, and integrate with the organization's business plan and long term strategy.
2. Develops and maintains systems to establish standards relating to activities and products.
3. Establishes and implements the communication strategy for the improvement and awareness of quality issues across all departments.
4. Provides, and oversees, inspection activity for product throughout the production process. Creates, documents, and implements inspection criteria and procedures. Conducts customer audits.
5. Applies total quality management tools and approaches to analytical and reporting processes.
6. Designs, develops, and implements quality control training programs. Develops and analyzes statistical data and product specifications to determine standards and to establish quality and reliability expectancy of finished products.
7. Leads Quality Control Technicians who are consistently engaged in inspection and testing activities to ensure high productivity and high technical integrity.
8. Interacts with vendors to ensure quality of all purchased parts (supply chain quality). Warranty claim analysis, customer problem solving.
9. Interacts with customers to ensure quality objectives are clarified and implemented where needed (customer quality).
10. Leads site Quality Audits for ISO compliance and/or registration.
11. Provides quality technical or management topical instruction, expertise, and problem resolution for department related activities.
12. Assists in formulation of company strategic long and short term goals and objectives and their implementation through appropriate policies and procedures.

13. Support team manager and production team operation. Submit PPAP / 4M change reports for approval, and prepare 8D reports of concern.
14. Support production team operation.
15. Performs related duties as required and assigned.

**KNOWLEDGE AND SKILLS:**

The ideal candidate will have experience in a quality role with experience in a manufacturing environment, (wheel bearing) and managerial experience. The ability to work well and communicate well with all levels of management as well as production employees is essential. The candidate should have solid decision making skills with the ability to review and evaluate information in a logical, systematic approach. Contributes to the team effort by working in a collaborative manner to perform special projects and assignments that support the company's overall goals and business objectives. Interfaces with customers, engineers, and management to support the company's goals and objectives. Strong analytical and problem solving skills, excellent written and oral communication skills are essential. The candidate should be able to handle multiple projects simultaneously with a strong sense of attention to detail and organizational skills.

**EDUCATION AND WORK EXPERIENCE:**

Bachelor's degree in engineering and three to five years of experience in the field, preferably in a manufacturing environment. Must be familiar with ISO 9001, TS 16949 and/or ISO 14001 requirements, Lean Manufacturing techniques and concepts, and Statistical Process Control. Must be proficient in Microsoft Office computer software applications.

**SUBMIT RESUMES TO [isaac.williams@gdol.ga.gov](mailto:isaac.williams@gdol.ga.gov)**