

SMT
SURFACE MOUNT TECHNOLOGY
CORPORATION

<i>Job title</i>	<i>Quality Manager</i>
<i>Reports to</i>	<i>COO</i>

Position Summary

This position is a key Leadership interface between Customers, Management and Manufacturing for Quality, Continuous Improvement and maintaining/achieving Standards/Certifications.

Duties and responsibilities

- Leads root cause failure analysis, determine and implement appropriate corrective action on problem areas as identified.
- Leads the Creation of new inspection criteria and/or verify current inspection results and analyze deviations from expected results.
- Oversees data analysis, report generation along with utilizing statistics in team meetings to enhance overall quality.
- Enforce appropriate quality standards and carryout quality programs.
- Provide verbal and written communication on quality issues to appropriate functional groups, customers, vendors and management.
- Leads the Creation and utilization of FMEAs, Control Plans, PPAPs, along with incorporating mistake proofing into process control
- Provide leadership and guidance for ISO 9001:2008, ISO 14001, 13485 certification by being knowledgeable of and following appropriate documents in the Quality Manual as well as other procedures.
- Work with Customer Quality Representatives to help improve customer relationships along with improved quality.
- Provide leadership for the internal auditing process and help to ensure its effectiveness.

- **Process Improvement Responsibilities**
 - Understand/Development of lean manufacturing and assist in implementation of lean principles
 - Develop most efficient ways to use people, machines, materials, information and energy to make a product of service
 - Design methods to ensure product quality
 - Resolve production problems
 - Facilitate Kaizen events
 - Manages and provides oversight of the safety program
 - Manages and ensures effective control of ITAR security processes

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Qualifications

B.S. Degree required and a minimum of 3 to 5 years work experience in leading quality/manufacturing engineering within an electronics-manufacturing environment preferred. Exposure to surface mount and solder technology and higher level assembly is a plus. Candidate will possess leadership skills, lean & six sigma quality tools, process capability analysis, formal problem solving methods along with ability to develop & implement of control plans. Good interpersonal skills along with good oral and written skills. Strong computer skills are essential. ASQC certification preferred.

Working conditions

Normal Office and Operations Working Conditions

Direct reports

Quality Technicians, Quality Compliance Engineer and Training/Label Coordinator

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>