

		<b>CW4057</b> <b>Job Description</b> <b>Supplier Quality Engineer</b>
Reports To: Quality Manager		Department: Quality Assurance
Classification: Exempt		
Date: 11-20-2013	Revision Date: 11-12-2013	Approved By:

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

### **Job Summary:**

Investigate, analyze and resolve supplier quality problems by conducting audits, analyzing defect trends and leading continuous improvement projects.

### **Essential Duties and Responsibilities:**

*To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform the essential duties proficiently.*

1. Work with Purchasing to ensure supplier performance is regularly reported and that appropriate and timely corrective actions are implemented
2. Maintain and update critical supplier audit system and schedule
3. Conduct supplier audits to drive process standardization, waste elimination, and continuous improvement
4. Monitor, communicate and improve key supply chain KPI's, including Supplier OTD (Past due), DPPM and waste
5. Establish specific short / long term supplier quality goals
6. Champion problem solving and root cause analysis activities with suppliers and customers to eliminate recurrence of non-conformances
7. Work to resolve supplier technical issues in a timely manner to ensure continuity of supply
8. Develop long-term supplier relationships and generate and implement cost reduction ideas
9. Aide Manufacturing in the evaluation and qualification of new supplier materials following a defined new product development process
10. Strategically lead supplier performance improvement projects in an effort to increase the supplier capability of consistently meeting DuraTech requirements. Projects may include: process analysis, value stream mapping, process capability and throughput analysis, 6-Sigma, 5S and Kaizen events
11. Drive "Zero Defect" mentality within the supply base

### **Additional Responsibilities:**

*This job description in no way states or implies that these are the only duties to be performed by employee(s) in this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

1. Communicate engineering and manufacturing specifications to supplier technical teams
2. Actively manage suppliers to ensure there are no regressions with the implementation of new processes
3. Aide in the new, probationary and rejected supplier transition processes
4. Travel to supplier locations to resolve quality problems
5. Assure compliance to all applicable legal requirements pertaining to the environmental aspects and impacts. Work to help achieve the performance goals established in the environmental measurement areas. Offer suggestions that can lead to improved environmental performance whenever possible

Authority:

1. Initiate action to prevent the occurrence of any non-conformities relating to product, process, and quality systems
2. Identify and record any problems relating to the product process and quality system
3. Initiate, recommend, or provide solutions through designated channels
4. Verify the implementation of solutions

### **Qualifications:**

1. Associate's degree in business related field; or 4 years related experience and/or training in manufacturing environment; or equivalent combination of education and experience
2. Strong written and verbal communication skills
3. Advanced computer skills using Microsoft Office applications
4. Strong problem solving skills
5. Strong organizational skills
6. Understanding of project management(experience preferred)
7. Knowledge of various quality system methodologies 8D, Lean, 5 Why's, Pareto Analysis, Six Sigma, 8-D, DFMEA, PFMEA, PPAP, etc. preferred
8. Must have strong verbal and written communication skills, work well with diverse groups of people and be able to function independently of direct supervision
9. Must have a valid driver's license in good standing and the ability to travel abroad

### **Physical/Mental Demands & Work Environment:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Ability to lift up to 50 lbs. occasionally
2. Little or no exposure to hazards
3. Typical office work environment