



## ADVANCED QUALITY ENGINEER JOB DESCRIPTION

**JOB TITLE:** Advanced Quality Engineer  
**DEPARTMENT:** Operations and Quality  
**REPORTS TO:** VP, Operations and Quality

**PRIMARY FUNCTION:** The Advanced Quality Engineer is responsible for supporting launch activities at manufacturing locations and providing quality leadership during pre-production builds at assembly equipment integrators and suppliers.

### **.RESPONSIBILITIES:**

- ☐ Participate in Advanced Quality Planning activities.
- ☐ Ensure that customer requirements are incorporated into product functional specifications and lead risk and failure analysis (PFMEA) to ensure functional specification requirements are fully met during process/design validation with suppliers
- ☐ Provide technical and administrative support as needed.
- ☐ Assist in the development of dimensional control strategies with suppliers
- ☐ Assist in the design and procurement of gages and instruments with suppliers
- ☐ Interact with Customer engineering and SQE representatives.
- ☐ Provide support for all manufacturing sites within the NAFTA regions including plant engineering teams and business units.
- ☐ Support and attend customer meetings and customer process reviews/audits.
- ☐ Work with the supplier directly to create corrective action plans to address process failures prior to PPAP approval
- ☐ Perform or lead root cause analysis on purchased part or product quality issues during early launch
- ☐ Complete APQP activities with suppliers
- ☐ Review supplier manufacturing processes, collaborate with suppliers on process improvement and value enhancement opportunities.
- ☐ Internally communicate with Engineering, Purchasing, Program Management and Product Engineering on opportunities within the supply chain for quality improvement
- ☐ Develop critical suppliers
- ☐ Complete supplier process audits and follow open items to closure
- ☐ Integrate Program lessons learned in APQP activities with all suppliers
- ☐ Coordinate, review, approve and maintain all supplier PPAP documentation
- ☐ Coordinate with Advance Quality the integration of customer requirements to the supply chain
- ☐ Internally escalate potential product/process quality issues and develop a plan with suppliers to resolve
- ☐ Manage engineering changes as it relates to suppliers from the initiation of the change to the finalization of the PPAP
- ☐ Perform work in accordance with TS16949 and ISO14001 standards
- ☐ Performs other related duties as assigned

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

Position requires work in both office and manufacturing environment. Standing, sitting, walking, reaching with hands and arms to perform keyboard entry and manipulation of computer accessories. Standing, sitting, walking, stooping, kneeling, crouching, use of hands to inspect parts, tools, or controls; reach with hands and arms, talking and hearing. Employee will occasionally lift and/or move product, tools, etc. Developmental training will be defined by the Department Manager and could be in-house or external to the company.

**QUALIFICATIONS/REQUIREMENTS:**

- ❑ Bachelor's degree in Quality Engineering, Manufacturing Engineering, Mechanical Engineering, or equivalent level of experience.
- ❑ Understanding of APQP gate Review development process.
- ❑ Understanding of FMEA and GD&T.
- ❑ Understanding of manufacturing engineering with respect to one or more of these areas: automated assembly equipment, complex product assemblies, mechanisms, metal and plastic forming, injection molding technologies, tooling, fixtures and gauges.
- ❑ Knowledge of SAP or similar production systems
- ❑ 2 to 5 years of professional experience in a medium to high volume manufacturing environment preferred.
- ❑ Results orientation with strong written and oral communications skills.
- ❑ Ability and willingness to travel up to 20% of the time and work extended hours based on customer demand and production schedule.
- ❑ Strong computer skills in MS Office. ISO/QS knowledge is a plus.

**This job description reflects assignment of essential functions and requirements. It does not prescribe or restrict the tasks or requirements that may be assigned.**