

# Dow-Key Microwave Corporation

## Job Description for Quality Assurance Engineer

### **Summary:**

The individual will report to the Director of Quality and perform quality related activities. Will have active communications with customers and suppliers to resolve issues. The individual will have extensive interactions within the company with engineers, operations and sales department. Will have prominent role in continued compliance to AS9100 and improvement to the Quality System. The individual will have a prominent role in our lean manufacturing conversion and continuous improvement process.

### **Typical Responsibilities:**

- May perform initial assessments and periodic audits of supplier quality systems for the purpose of approving new suppliers and verifying continuing supplier conformance to quality system requirements.
- Initiates and follows-up on supplier corrective actions to ensure complete and effective root cause analysis and closed-loop corrective action implementation.
- Issue and track internal Corrective and Preventive Actions Reports. Lead cross functional teams in Root Cause Analysis using Fault Tree, Cause and Effect Diagrams and other tools.
- Review and disposition Nonconforming Materials Reports. Ensure all NCR are processed and executed in a timely manner.
- Participate and or lead cross function teams in PFMEA process to prevent occurrence of nonconformities and improve Internal and External DPPM.
- Develop and assist with implementation of supplier quality control and process control plans as required for supplier operations
- Participates as a member of the Configuration Control Board for review and approval of design changes.
- Review customer contract requirements and ensure elements are flowed down to the point of impact
- Plan and execute Failure Analysis and Root Cause Corrective Actions for customer returned materials.

**Supervision:** Does not supervise anyone

### **Knowledge Skills and Abilities:**

- Bachelors degree in technical field
- 0-5 years experience in manufacturing environment
- Requires excellent written and oral communication
- Strong team player
- Self starter who can initiate action
- ASQC Certified Quality Engineer is desirable
- Strong electrical and mechanical aptitude
- Lean manufacturing environment experience is desirable
- Good interpersonal skills

### **Physical Requirements:**

- Able to read documents and computer screen
- Able to move around an office building and up stairs
- Able to sit/stand for long periods of time
- Able to type on a computer keyboard
- Able to communicate through a telephone
- Able to communicate with co-workers