

American Flexible Products, Inc.
JOB DESCRIPTION

Position Title: Quality Engineer		Approved:
Division/Department: Operations	Shift: Day	Salary Band:
Reports To (Title): Manufacturing Engineer	Date: October 15, 2021	

POSITION DESCRIPTION

OVERVIEW:

The Quality Engineer will be responsible for tasks relating to quality of products and all things associated with the Quality Management System. This is a growing position with a growing company. The Quality Engineer will be handling tasks ranging from daily tooling and part inspections to being responsible for corrective actions and assisting in process improvement. The Quality Engineer must be self-directed while also being successful collaborating with others.

MAJOR AREAS OF ACCOUNTABILITY:

Include the following. Other duties may be assigned.

- Ensures compliance with appropriate regulatory standards. (REACH, RoHS, Conflict Minerals, Cal Prop 65)
- Perform routine inspections of in-process or finished goods according to company standards, customer specifications, and any applicable regulatory standards.
- Collects samples and performs assigned inspection tasks using various types of equipment.
- Lead the investigation, resolution and prevention of product and process non conformances and assigned corrective actions.
- Writing and updating quality assurance procedures
- Provide analytical support and work with Engineering to determine process capabilities.
- Performs and coordinates internal audits/training to ensure continuing compliance with Quality System Standards (ISO 9001) and the manufacture of safe products.
- Training production personnel in aspects of the quality program
- Performs all other duties as assigned or needed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Engineering, Quality or related field
- One to three years of related experience

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MINIMUM QUALIFICATIONS:

- Relevant experience with supplier quality systems and processes including Supplier Corrective Actions (SCAR), Production Part Approval (PPAP), and First Article Inspection (FAI)
- Practical knowledge and experience in statistical analysis, problem-solving, process improvement techniques, Corrective and Preventive Action, Quality Plans, PFMEA, and manufacturing process validation
- Experience writing standard operating procedures and work instructions, implementing new processes, and training employees or suppliers accordingly.
- Experience with ISO 9001 standard and quality system audits
- Ability to read and interpret documents such as blueprints and assembly drawings.
- Strong analytical and problem-solving skills, as well as a keen attention to detail
- Strong commitment to proper safety precautions in design and practice
- Ability to effectively prioritize tasks, be flexible, and self-directing.
- Ability to work within strict deadlines with the capability to work on multiple projects accurately and efficiently.
- Excellent math skills required.

COMPUTER SKILLS:

- Microsoft office suite required.
- SPC software experience preferred.

COMMUNICATION SKILLS: Must have the ability to communicate effectively with team members and leadership staff.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: This position will spend most of their time in a manufacturing environment. The work area in the production environment includes exposure to noise, fumes, moving machinery and varied temperatures. The noise level in the work area is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.