

## **Electronics Quality Manager**

**Location:** Bradenton, Florida, USA

**Reports To:** President / Plant Manager

### **Job Summary**

Develops, implements and manages quality control systems designed to ensure continuous production of quality products consistent with established standards, and customer specifications.

### **Essential Duties and Responsibilities**

- Responsible for solutions of quality problems.
- Drives continuous quality improvement.
- Acts as Quality representative of the Company.
- Plan and oversee the analysis, inspection, design, and test to assure the quality of all products and/or components.
- Plant-wide support of electronics manufacturing and assisting electronics engineering with quality issue resolution.
- Ensure a high level of internal and external customer service. Investigate, assist, and correct customer issues and complaints relating to quality.
- Authority to stop production if customer specifications are not being met.
- Ensure that quality related activities are carried out efficiently.
- Give approval (gate process meetings) for start of production of new products, after making sure that all processes are capable and documented.
- Supervise workers engaged in inspection and testing activities to ensure high productivity and high technical integrity.
- Recommend cost savings measures for designs and processes.
- Work with engineering and advanced manufacturing groups on prototype builds and testing.
- Formulate, document and maintain quality control standards and on-going quality control objectives.
- Develop work instructions to effectively monitor and control the quality at the assembly level.
- Create, document and initiate criteria, methods and standards for inspection, testing and evaluation at the assembly level. (gauging, test equipment, error proofing)
- Keep management team abreast of significant issues or developments identified during quality activities and ensure appropriate corrective actions are taken to improve/correct the situation.
- Responsible for monitoring and measuring of equipment (calibration) used to ensure conformity of product to determined requirements.
- Assume active role on quality management teams within the organization.
- Design, develop and implement quality control training programs.
- Follows established policies and observes safety and security procedures.
- Other duties as may be assigned.

## **Education and Experience**

Bachelor of Science degree in related field; minimum five (5) years of related experience and/or training in electronic applications. (manufacturing)

### **Supervisory Responsibilities**

Directly supervises Supplier Quality and Warranty staff. Carries out supervisory responsibilities in accordance with Company policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications**

- Ability to read, analyze and interpret technical procedures, drawings, QMS standards, and technical standards.
- Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and operators.
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Position requires the use of a computer, with knowledge of Internet, manufacturing, spreadsheet and Microsoft Office software programs.

### **Other Knowledge and Abilities**

- Practical use and knowledge of APQP.
- Experience in problem solving skills such as 8-D, 5 Whys, and Ishikawa Diagrams.
- Knowledge of ISO 9001 Quality Management Systems.
- Kaizen and Lean manufacturing techniques.
- Demonstrates accuracy and thoroughness with high attention to detail.
- Ability to gather data and analyze information skillfully.
- Supports team philosophy.

### **Physical Demands**

The employee is regularly required to sit, stand and walk around; use hands and fingers, reach with hands and arms, and talk and hear. Employee is occasionally required to climb, balance, bend, stoop, kneel or crouch and may have to lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

Combination of office and plant environments. The employee may be exposed to moving mechanical parts and moderate noise when on the production floor.