



JOB DESCRIPTION

JOB TITLE: Quality Engineer	REPORTS TO: Quality Manager
DEPARTMENT(S): Quality Assurance	FLSA STATUS: Exempt

JOB SUMMARY:

Plans, supports, and implements total quality programs. Formulates and/or assists in formulating quality control policies and procedures and development of quality standards. Serves as a liaison and coordinates activity of internal and external resources. Assists internal and external contacts to resolve product and process problems. Analyzes and develops suppliers' products to obtain maximum productivity and reviews performance in operation and provides suggestions for improvement

ESSENTIAL FUNCTIONS:

- Develop, apply and maintain quality requirements and standards for development and manufacturing products.
- Serve as the primary Quality Assurance resource to department supervisor(s) for problem identification, resolution, loss reporting and continuous improvement.
- Support concurrent engineering efforts by participating in design development projects representing Quality Assurance and the customer.
- Design and implement methods for process control, process improvement, testing and inspection.
- Promote and execute quality standards, inspection processes, test methodology, quality plans, documents and reports.
- Assist in process certification.
- Review customers purchase orders, contracts and change requests and ensure that the necessary criteria and provisions are included in quality and process plans.
- Develop, execute and analyze quality-reporting measures.
- Report to management on quality issues, trends and losses.
- Review suppliers purchase orders and establish supplier quality requirements.
- Participate in internal and external quality audits.
- Interface with supplier and customer quality representatives concerning problems with quality assurance and assure that effective corrective action is implemented.
- Serve as the Quality Assurance representative to the Materials Review Board (MRB).
- May compile, write and deliver training material on quality standards and activities.

REQUIREMENTS:

- Bachelor's degree in mechanical engineering, electrical engineering, manufacturing engineering or equivalent
- Minimum 3 years' experience in Quality Assurance field
- Broad knowledge of theory and principles of statistics and statistical process control.
- Diverse knowledge of inspection and control methods, techniques and documentation.
- Excellent communication skills both verbal and written
- Strong computer skills including QA applications, word processing, spreadsheets and databases.

PHYSICAL DEMANDS:

This position shares time in both a quiet office environment and a moderately noisy manufacturing floor.

While performing duties of the job the Employee is required to:

- Sit, stand, walk, reach, grip, stoop, kneel, crouch, and navigate tight spaces
- Occasionally lift and carry up to 35 pounds

HOW TO APPLY

E-mail a resume to info@nprmichigan.com or stop in to pick up an application. We are located at 11118 US-31 Grand Haven, MI 49417, right across from Green Acres.