

## POSITION DESCRIPTION

### MANUFACTURING QUALITY ASSURANCE SUPERVISOR

**SUMMARY:** The Manufacturing Quality Assurance Supervisor is responsible for the overall quality of plant operations, including the quality assurance of all products, quality system management, manufacturing process quality, and customer problem resolution. Reporting directly to the Plant Manager, the QA Supervisor will direct the work of the plant Lead Manufacturing Quality Technician, and will provide training and support to the plant staff to ensure consistency in decision-making around part quality and acceptance criteria.

#### **RESPONSIBILITIES:**

- Coordinate and prioritize final audit, sort, and rework efforts based on customer requirements and shipping needs
- Evaluate hold inventory on a daily basis (maintain list), disposition with Plant Manager, write rework instructions for items determined to require sort/rework
- Perform daily part inspections at the press
- Maintain a list of lot sizes (by part number) and assign lot sizing responsibility to LMQT
- Manage calibration of measuring equipment in the manufacturing area and LSR
- Update the general acceptance samples of product to reflect the latest acceptance criteria
- With the Plant Manager's support, assign sufficient rotational overtime to ensure timely shipment of hold inventory
- Provide feedback to floor personnel when defects/quality issues are discovered, and initiate quality alerts as needed
- Develop/enforce part specific training to ensure consistency
- Audit daily shipping paperwork
- Review Statistical Database daily to ensure data is properly collected and maintained

### **QUALIFICATIONS**

- Quality Certification (CQA and/or CQE) required
- 4 –5 years experience in quality engineering/management
- Knowledge and experience with measurement equipment required
- Strong PC knowledge and experience required, including Windows, Excel, Word, and program management software
- ISO/QS systems knowledge and experience required
- Ability to make decisions based on logic and data
- Excellent communication and customer interface skills required
- Dependable, positive attitude and proven leadership skills required
- Healthcare experience with injection molded product, quality control systems required
- The employee must be able to lift and/or move up to 50 lbs.

### **EDUCATION:**

Bachelors Degree in Engineering or the equivalent in work experience