

**Job Description:**

The Quality Manager is responsible for overall development, implementation, and maintenance of the organization's Quality Management System (QMS).

**Essential Duties and Responsibilities include the following.** Other duties may be assigned.

- Ensure that the organization's Quality Management System conforms to customer, internal, ISO 9001, and regulatory/legal requirements, NQA-1, understanding of ASTM/ASME.
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- Ensure evaluation of, and reporting on, vendor quality systems.
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- Oversee inspection (examination) of incoming materials, ensuring that they meet requirements.
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- Manage the monitoring, measurement, and review of internal processes, especially those that affect the quality of the organization's products.
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- Manage Quality and Inspection departments, direct work load, appraise performance, reward and discipline employees, and resolve internal issues.
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- Work with customers, employees, contractors, and outsourcing firms to develop product requirements.
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- Report to top management on the performance of the QMS (e.g., results of quality audits, corrective actions), including the need for improvement.
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- Responsible for accuracy and timely inspection/calibration of monitoring and measuring devices.
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- Manage quality activities across all functions. Drive improvement while remaining compliant to customer requirements, including AS9100, ISO 14001, OSHAS 18001, and NADCAP.
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- Act as customer advocate with absolute authority to stop shipment of product that does not meet quality requirements and to stop any noncompliant or unsafe practices.
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- Meet with global customers and suppliers as needed to manage projects, resolve open issues, and drive improvement.
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- Promote quality culture and behavior through leadership, communication, and training programs.
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- Coach and develop a team of quality professionals.
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- Interpret safety policies/practices to employees including enforcing safe work practices.
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- Ensure clear and concise communication to all levels in the organization.
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- Ensure regular safety inspections are conducted in all manufacturing areas.
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- Ensure all manufacturing areas comply with 5S requirements and bays are cleaned regularly as needed, including utilizing the correct chemicals, dosage and application procedures.
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- Root Cause Corrective Action analysis
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- Communicate with customers on quality initiatives and issues
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- Provide technical support to inspection as well as production team members
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- Maintain Quality Management System
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- Lead QMS audits as well as customer audits
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- Ability to read complex blueprints, technical charts and specification sheets.

**Education and/or Experience:**

- Bachelor degree in Engineering or related discipline and at least 5-7 years of strong experience in a similar quality management role, or a commensurate of experience.
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- Must be able to effectively communicate with customers, inspection personnel and management.
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- Ability to effectively present information and respond to questions from customers, peers, and leadership team.
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- Demonstrate strong supervisory and leadership skills/experience.
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- Must have the ability to organize and execute plans methodically, work well with direct reports and all other divisional personnel.
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- Demonstrated success in leading teams of problem solvers with a balance of reactive and proactive quality efforts.
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- Ability to work as a team player in a fast paced environment
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- CMM programming experience
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- Experience managing continuous improvement projects in a high volume manufacturing environment.
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- Expertise or training in Lean Manufacturing principles and Kaizen facilitation.

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