

JOB DESCRIPTION

Position Title: Supplier Quality Engineer Location: Shelbyville, IL

Prerequisites:

A. Education B. Experience

BS in Engineering or related field 5 – 10 years in related field

POSITION SUMMARY:

Manage supplier audits, supplier PPAP submissions, supplier quality program evaluations, and ongoing supplier product quality.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Maintain and control the policies in the Supply Management Department.
2. Direct and follow-up on supplier related issues found at receiving and track the resolution with suppliers.
3. Make supplier visits for audit and evaluation on an ongoing basis.
4. Review supplier quality programs via audit, evaluation and documentation for qualifications to supply new products.
5. Work with SQA Manager and Product Engineering Manager to enhance all supplier quality levels.
6. Develop a collaborative relationship with suppliers promoting a culture of team work and continuous improvement.
7. Review and support supplier cost reductions via quality, process and part improvements.

ACCOUNTABILITY:

Responsible for timely supplier review and evaluation including follow-up on supplier related quality issues. Review and follow-up on supplier quality programs to verify suppliers are meeting their defined quality program, specifically ISO 9000 or TS 16949 requirements.

***DISCLAIMER: This position description in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her supervisor/manager. Requirements stated are minimum levels of knowledge, skills and /or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. All employment decisions, including promotions, transfers and others, are based on meeting all requirements and on organizational need, the employee’s being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE MAINTAIN AN “AT WILL” EMPLOYMENT.***