

AFS

Quality Specialist Job Posting

Creating, reviewing, and auditing documentation to ensure compliance while focusing on standardization of the production process to maintain IATF16949 Certification

- Promote safe work practices.
- Creating new PPAP Documentation (Specifically Inspection Standards(Including Process Flow) and Control Plans as well as coordinating with PE for PFMEA)
- Facilitates changes resulting from updated customer requirements and regulations and ensure changes are captured and implemented correctly with all associated manufacturing documentation.
- Gap Analysis on current process for improvement items. Utilize PDCA and project management skills for ideal service operation and effectiveness.
- Creates change control requests to ensure all appropriate and applicable impacts have been identified.
- Controls and manages PCR activities with customers and suppliers. Tracks the progress of change control requests through the approval and implementation processes.
- Prepare reports to communicate outcomes of quality activities
- Investigate customer complaints and non-conformance issues. Assists and works directly with QE.
- Generate and drive corrective and preventative action plans based on audit findings. Monitor assigned actions to assure the audit findings are satisfied
- Calibration of gauges, jigs, fixtures, etc. and maintain a program to ensure proper calibration and use.
- Excellent communication skills, both written and verbal
- Proficiency in computer software such as Word, Excel, Power Point, etc.
- Assists with building solid supplier and customer relationships (PPAP, Complaint report and instructions).
- Creates a positive working environment
- Any additional requests by management

COMPETENCIES

- Sharp problem solving skills, followed by a thorough course of action
- Can prioritize the work and coordinate with others
- Fosters a team environment
- Supports complex customers needs/requests
- Excellent risk mitigation skills
- Exhibits a sense of urgency to get the job done

EDUCATION AND EXPERIENCE

- Minimum High School Diploma
- Preferred minimum of 1 year in a professional Quality Assurance environment

PHYSICAL DEMANDS

The physical demands of this position are representative of those of office type workers.

- Sitting
- Walking
- Standing
- Climbing
- Stooping
- Kneeling
- Reaching with hands and arms
- Close vision work
- Able to adjust to light and focus
- Must occasionally lift or move up to 30 lbs weight

WORK ENVIRONMENT

The majority of the work environment is representative of office type workers. Employee may occasionally have to lift or move 50 lbs. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*All qualified applicants should send their resume to: rcaudill@afsus.com

Deadline to apply: 4/20/2023