

Quality Engineer - Part-Time Position (20 hours)

JOB SUMMARY:

A Brief Description of Job Duties:

- Design documentation review and approval.
- Facilitate AS9100 periodic audits.
- Implement corrective and preventive actions.
- Implement procedure and instruction improvements.
- Nonconforming material review and disposition.
- Participate in design reviews (software and hardware).
- Perform internal quality system, product, process, and follow up audits.
- Perform customer audits, surveys, and due diligence requests.
- Perform statistical analyses.
- Perform supplier evaluations (surveys and audits).
- Control and maintain quality records pertaining to the Operations group.

JOB REQUIREMENTS:

The applicant MUST have the following qualifications:

- Knowledge of ISO 9001 and AS9100 requirements.
- Must be flexible and adjust easily to change.
- Ability to identify EEE components.
- Ability to read and interpret design drawings.
- Must be a skilled listener in receiving data and understanding and following instructions.
- Must be skilled in verbal and written expression and communicating in a positive and persuasive manner.
- Must effectively interact with management, peers, and suppliers.
- Must be self motivated and able to work with minimal supervision.
- Ability to think clearly and constructively and make decisions in the absence of detailed instructions.
- Must be skilled in setting priorities in order to complete work in an appropriate and timely manner.
- Must be creative in defining and solving problems.
- U.S. citizenship is required.

Additional Desirable Experiences:

- Knowledge of auditing techniques.
- Knowledge of inspection techniques.
- Knowledge of quality engineering and management techniques.
- Experience with Visual Manufacturing ERP software.
- Experience with Agile software.
- Minimum of 2 years quality experience.