

## JOB DESCRIPTION

### 1.0 Position Title

Quality Engineer – Quality Management Systems

### 2.0 Position Responds to

- Quality Assurance Manager

### 3.0 Primary Objective

- Quality management system documentation (ISO/TS 16949 and customer specific requirements) and Preparing Management reports

### 4.0 Critical and vital activities

- *Authorise expenditure and other items in line with the approved Authority Matrix(s) produced and distributed by the Finance and Administration Area.*
- QMS document preparation
- Carry out Process and product audits
- Support the activities of management systems auditors.
- Implement and maintain a Quality Management System.
- Monitor customer specific requirements and reports
- Participate in continual improvements for quality system development.
- To ensure procedural maintenance and compliance across the Company, specifically to QMS TS16949

### 5.0 Major Responsibilities

- Support the development and administration of the customer corrective and preventative action (CAPA), internal non-conformance and Quality Management Systems.
- Perform audit activities, to include pre-audit planning, audit execution and evaluation and Post audit follow-up and recommendations.
- Support routine internal audit program.
- Act as a support during customers and external audits.
- Assist in QMS preparation, control and management of documented information – procedures, work instructions
- Ensure that the QMS continues to meet the requirements set out in ISO/TS16949 and customer specific requirements
- Support the maintenance and improvement of the SMR Quality Management System.
- Assist with development and implementation of corrective and preventive action plans to improve overall ISO compliance and quality results.

- Data collection, analysis and management reporting.
- Present to managers on improvement projects and activities.
- Compile & write QMS documents and training material on Quality improvement tools & methodologies.
- Ensure applicability of current quality policies, procedures and objectives by keeping informed of the latest updates/ modifications related to ISO quality systems.
- Perform other related duties as assigned by Department head.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>EDUCATION/TRAINING</b> Degree/HND in Engineering qualification or equivalent Certified in ISO/TS16949 internal auditing.	X X	
<b>EXPERIENCE</b> Leading cross functional teams Automotive Customer experience Product development and assembly processes	X X	X
<b>KNOWLEDGE</b> Competent Engineering skills Commercially aware	X X	
<b>SKILLS/ABILITIES</b> Excellent team building skills The ability to build strong customer relations Good negotiation skills Good organisation and presentation skills Recognised project control tools & experience PC literate Microsoft 2007 Office / Project	X X X X X X X	
<b>COMPETENCIES</b> Motivated Commitment Good Communicator Team Player	X X X X	

**TRAINING REQUIREMENTS:**

- Product development and manufacturing operations experience
- SMR SDS process
- SMR Project Management tools
- TS16949 / ISO 14001