

Job Title: Supplier Quality Specialist
Department: Quality Assurance
FLSA: Non-exempt
Hourly Rate: \$29.63 - \$37.07 (commensurate with experience)

Overview:

Ensure the quality of UE's supply base by performing Incoming Inspection, evaluating component discrepancies, and tracking corrective and preventive action.

General Qualifications:

Requires:

- 5+ years related industry experience, preferably in a Quality Assurance function.
- Strong technical knowledge and understanding of materials and components (mechanical, electronic, and manufacturing processes) to ensure specified requirements are met.
- Thorough understanding of Incoming Inspection methods and use of associated tools and gauges.
- Experience with Keyence Instant Measurement (IM) and CMM 3D Scanner (VL Series) systems.
- Excellent oral and written communication skills and ability to communicate effectively throughout the organization and externally with Suppliers, Agencies, and Customers.
- Experience with industry standards such as ISO 9001:2015.
- Proficient in Microsoft Word, PowerPoint and Excel, or equivalent software experience required.
- Ability and willingness to work in a team based environment with a commitment to continuous learning and improvement.

Typical Responsibilities:

- Ensure timely movement of incoming receipts by performing daily inspection of parts, material, services, and certificates to ensure compliance with requirements.
- Manage the Material Discrepancy Report (MDR) process to ensure proper identification, communication, and remediation of non-conformances with Suppliers.
- Evaluate Supplier corrective action or CAPA for MDR's and ensure timely submission and closure.
- Organize and lead the Material Review Board (MRB) meetings.
- Works collaboratively with Supplier Development, Materials Management, Engineering, and Production on all Supplier quality related issues.
- Supports and prepares for site level internal, Agency, and Customer audits.
- Administer Ship-To-Stock by evaluating parts history to determine when parts/suppliers should require incoming inspection.
- Identifies opportunities and implements improvements to inspection processes.
- Interacts and coordinates ECN activities with other departments and external Suppliers as required.
- Maintain the Pre-Production Sample Review (PPSR) log and process PPSR's in a timely manner.
- Ensure timely closure of non-conformances (NCs) as assigned by communicating NCs from Production to Suppliers and obtain root cause and corrective action as required.
- Maintain safe work environment by following company safety procedures. Perform other duties as assigned.