

JOB DESCRIPTION

JOB TITLE: Quality Manager - Columbus, Indiana

FLSA STATUS: Exempt

Summary:

The Quality Manager Position is responsible for the daily plant operations for quality in verifying production quality, supplier quality, and customer quality. The position reports to the Corporate Quality Director.

Essential Duties/ Responsibilities

- Develop quality requirements of new products
- Maintain company quality standards
- Review products, processes and systems on an ongoing basis to determine where improvements can be made
- Oversee the product manufacturing process to ensure quality
- Maintain IATF 16949 Certification
- Maintain Calibration program
- Oversee the timely review and disposition of nonconforming material and products
- Initiate supplier corrective actions
- Develop and respond to customer corrective action requests

Competency/Skills:

- Understand customer needs and requirements to develop effective quality control processes.
- Devise and review specifications for products or processes.
- Set requirements for raw material or intermediate products for suppliers and monitor their compliance.
- Ensure adherence to health and safety guidelines as well as legal obligations
- Oversee all product development procedures to identify deviations from quality standards.
- Inspect final output and compare properties to requirements.
- Keep accurate documentation and perform statistical analysis.
- Solicit feedback from customers to assess whether their requirements are met
- Submit detailed reports to appropriate executives
- Determine opportunities for improvement and develop new efficient procedures

Supervisory Responsibilities/Direct Reports:

- Supervise inspectors, technicians, staff specialists, and engineers to provide guidance and feedback.

Working Conditions:

- Must have the ability to communicate orally with customers, vendors, management, and coworkers.



- Regular use of the phone and email for communication is essential. Hearing and vision correctable to within normal ranges is essential for normal conversations, receiving ordinary information, and preparing or inspecting documents.

Physical Effort:

- The ability to remain in a stationary position roughly 50% of the time, as well as the ability to move about the office occasionally is required.
- Using a computer while sitting for extended periods is common.
- No heavy lifting is expected, though occasional exertion of 10-20 lbs. of force is required. Good manual dexterity is required to use common office equipment (e.g., computers, mobile devices, calculators, copiers, scanners).

Position:

- The job is normally performed indoors, in a traditional office setting. Extended periods of sitting while using a computer or other devices are common.

Travel:

- Occasional travel to vendor sites for audits, inspections, etc., may be required.

Required Education and Experience:

- Some secondary education
- Automotive experience
- Quality supervisory experience
- Strong Math skills and blueprint reading ability
- Strong mechanical aptitude

Preferred Education and Experience:

- Bachelor's degree in related field
- 5+ years' quality management experience
- Proficiency with precision measuring tools
- Excellent analytical and problem-solving skills
- Strong knowledge of calibration and ability to read blueprints
- Impeccable communication, presentation and organizational skills

The Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment,

including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The above job description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.