



Based in Lewes  
 Full Time 40 hours/week  
 5 day week 8 hpd  
 Salary TBC  
 Date Advertised 05/07/2018

## Quality Engineer Job Description

<b>Name:</b>	TBA
<b>Title:</b>	Quality Engineer
<b>Reporting to:</b>	Quality Manager
<b>Key Objectives</b>	<ul style="list-style-type: none"> <li>• Point of contact for production and/or customer quality non-conformances.</li> <li>• To measure, analyze and report on non-conformances.</li> <li>• To establish root cause, eliminate &amp; prevent recurrence of problems.</li> <li>• To liaise with vendors and all internal teams as required.</li> <li>• To participate in activities relating to vendor approval and environmental compliance.</li> <li>• To plan and carry out internal and vendor audits. To lead &amp; develop internal audit team if required.</li> <li>• To participate in establishing, implementing, maintaining and improving processes required by the company's quality and environmental management systems.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• To communicate with all staff in a courteous and clear manner.</li> <li>• To have an enthusiastic and positive approach to tasks and setbacks.</li> <li>• To have an organised and methodical approach to tasks.</li> <li>• To use own initiative and self-manage\prioritise own workload.</li> <li>• To have a Team Approach and attend\ contribute to meetings as required.</li> <li>• To be punctual in attendance &amp; complete tasks by agreed deadlines.</li> <li>• Flexibility when required.</li> <li>• Tidy and organised work place, tools and equipment supplied are looked after and used responsibly.</li> <li>• To follow all company policies &amp; procedures including quality, environment, H&amp;S and in staff handbook.</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• HNC or equivalent in engineering related discipline.</li> <li>• Minimum 3 years' experience in a similar role.</li> <li>• Good working knowledge of ISO9001 and ISO14001.</li> <li>• Inspection of electronic and mechanical parts, PCB, Wiring and Final assemblies.</li> <li>• Interpretation of part and assembly documentation, Mechanical CAD Drawings, BOM's, WI's.</li> <li>• Experience of problem solving process.</li> <li>• Experienced in the implementation and improvement of quality processes.</li> <li>• Computer Literate, able to create &amp; maintain MS word, excel &amp; PowerPoint documents to high standard</li> <li>• Excellent standards of verbal and written communication.</li> </ul>
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>• 8D Problem solving process</li> <li>• DMAIC Methodology.</li> <li>• FMEA</li> <li>• REACH Legislation for Electrical products.</li> <li>• Internal auditing.</li> </ul>
<b>No. of reports</b>	1
<b>Tasks and Duties</b>	<ul style="list-style-type: none"> <li>• Respond to production and customer reports of non-conformances.</li> <li>• Perform or coordinate visual inspection\electronic testing to determine whether items are conforming or non-conforming.</li> <li>• Follow 8D process for customer\ internal non-conformances\problems, including :             <ul style="list-style-type: none"> <li>- Carry out \ Coordinate actions required for containment of materials.</li> <li>- Carry out root cause analysis.</li> <li>- Develop and implement permanent corrective actions and actions to prevent recurrence.</li> </ul> </li> <li>• Visit and correspond with Vendors as required by the 8D problem solving process.</li> <li>• To maintain database of customer\internal non-conformances.</li> <li>• To create, amend, distribute and collect production quality check sheets on regular basis.</li> <li>• Measure &amp; Analyse data from check sheets &amp; NC databases to create regular reports.</li> <li>• Develop and maintain Internal and Vendor Audit plan.</li> <li>• Execute Internal and Vendor audits in accordance with audit plans.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To carry out Vendor Approval tasks as directed by Quality Manager.</li><li>• To represent quality at the weekly production team meeting.</li><li>• To contribute to team effort by accomplishing related results as needed and directed by Department Management</li><li>• To carry out any other duties as deemed necessary by your Department Manager</li></ul> |
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