**Position: Process Quality Engineer**

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| **GENERAL INFORMATION** | |
| Reports to: | |
| Department  Manufacturing | Work Location  Bridgeport, MI |
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| **GENERAL SUMMARY** | |
| GLE Precision is looking for a dynamic individual that has a desire to be engaged in transforming processes within our facility, while leading and being the point person for our quality systems. This position will work closely with all levels of management at the manufacturing facility to evaluate processes and products which in turn systematically increase efficiencies and reduce throughput times. This would include the coordination and administration of customer requirements, and compliance to regulatory systems such as AS9100 and ISO Programs. The position is responsible for understanding current processes and being able to quantify output and process design through various measures and tools. The position will work with the team to design, advocate and implement improvements to the manufacturing processes and facility to improve customer satisfaction and reduce costs. | |
| **PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)** | |
| 1. Understand and administer all reporting requirements for the Quality Management programs. 2. Generate and understand data which supports and enhances Operational KPI’s. 3. Process new products/tools to meet customer specifications in a timely, thorough, concise manner utilizing the best of engineering practices (GD&T, CAD, testing, math analysis, etc.). 4. Lead and work with Shop floor leadership and Sales teams to create, accurate, detailed, and professional designs, processes, and documentation. 5. Coordinate and support Quality Control audits. 6. Develop educational material and provide training as needed on quality and continuous improvement. 7. Lead and supervise process improvement activities on the manufacturing floor. 8. Perform analysis using FMEA‘s on new tools and products to assure form, fit, function, and safety. 9. Communicate with professionalism and integrity when working with the Customer, Cross Functional Teams, and the entire organization. 10. Takes full responsibility for providing the customer (internal and external) with service and products (documentation, designs, etc.) that exceed customer’s expectations. 11. Understand and use Lean concepts and process tools in work functions. | |
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| **JOB SPECIFICATIONS** | |
| 1. Four-year Engineering degree. 2. 3 – 5 years’ experience and exposure to AS9100D and ISO Quality Systems. 3. Proven skills, utilizing knowledge of similar product, conceptual layouts, locating components, math analysis, and 3-D solid modeling. Solid works training/experience (+). 4. Proficiency in PC skills; CAD (AutoCAD +) Microsoft Office (Word, Excel etc.) and ERP (Jobboss +). 5. Experience with Routings, Bill of Materials, ECO’s, Model shop orders, FMEA’s (+). 6. Thorough knowledge of manufacturing processes. 7. Ideal candidate has a Green Belt in lean or better. 8. Proven ability to work effectively in a cross functional team environment. 9. Good oral and written communication skills with solid documentation skills. 10. Proven ability to handle multiple projects keeping accurate documentation and records. 11. Creative Problem Solving – proven problem-solving ability via design or process. | |
| **CHARACTERISTICS** | |
| 1. Self-starter, highly motivated, works with urgency 2. High technical competency 3. Not afraid to get their hands dirty - “hands on” 4. Confident in their abilities – must make quick, accurate decisions 5. Strong leadership abilities – must go “the extra mile” to get the job done | |
| **WORKING CONDITIONS** | |
| Normal manufacturing environment in closed facility. Personal protection equipment recommended and/or required depending on working area (safety glasses w/side shields, etc.). | |
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| **DISCLAIMER** | |
| The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. | |
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| **QUALITY** | |
| Quality encompasses all aspects of GLE’s’ business, and every employee shares the responsibility to prevent the occurrence of any nonconformity relating to product, process and the quality system. All employees have an obligation to identify and record any such nonconformity, and, through designated channels, initiate and recommend solutions. | |
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| **GLE IS AN EQUAL OPPORTUNITY EMPLOYER** | |
| Please apply by submitting a resume to ([Careers@GLE-Precision.com](mailto:Careers@GLE-Precision.com))**. www.GLE-Precision.com** | |