



ADVANCED TECHNOLOGY.  
PROVEN PERFORMANCE.

## JOB DESCRIPTION

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**POSITION:** Quality Assurance Manager                      **DATE:** June 29, 2011

**DEPARTMENT:** Quality

**P/R TYPE:** Salary

**SUPERVISOR:** Plant Manager

**BASIC FUNCTION:** Responsible for company’s overall Quality Assurance Program to ensure compliance to ISO 9001 requirements.

**EDUCATION/EXPERIENCE REQUIRED:** 4 year degree in Engineering or similar technical curriculum with at least 7 years related work experience in a small to mid-size OEM environment.

**COMPUTER SKILLS NEEDED:** MS Office Suite, CAD or Solid Modeling, ERP Systems

**TRAVEL:** Up to 20%.

**WORK ENVIRONMENT:** 80% normal office work with 20% travel to include some heavy lifting, climbing ladders, and other physical type work at times.

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### SCOPE OF WORK

- Defines, develops and deploys a total product quality assurance program compliant to all phases beneficial in ISO 9001 that effect product development, manufacturing and supply chain process at Wendt Corporation.
- Manages Quality department and overall expectations pertaining to setting accurate processes and procedures.
- Implement and monitor ongoing quality improvement process working with interdepartmental teams.
- Develop and manage quality assurance metrics for performance monitoring of all departments.
- Define annual goals for total cost of warranty
- Define annual goals for total cost of rework, repair and scrap.
- Develop and execute a vendor program for pre-qualification and accountability.

### Core Competencies

**Communication:**

- Facilitates team, inter-department, and supplier meetings effectively.
- Effectively communicates relevant quality metrics to management and ownership.

- Understands how to communicate difficult and/or sensitive information tactfully to customers, suppliers and Wendt personnel.

#### **Technical Understanding:**

- Strong analytical and mathematical skills, understanding of engineering and manufacturing systems.
- Possesses thorough understanding of all phases of our business activities as they relate to ISO.
- Possesses strong practical knowledge of IT resources, ERP systems, Internet, Intranet, Server, Applications, CAD, Statistical Methodology relative to quality.
- Maintains awareness of new and emerging technologies and the potential application to our business model and products.

#### **Managerial Skills**

- Proven track record as effective leader of direct reports and interdepartmental teams.
- Motivator, leader, able to effectively collaborate with all levels within the organization.

#### **Financial**

- Understand basic revenue models, overhead allocation to indirect activities, shop and vendor. COGS, cost of warranty.

#### **Organizational Responsibilities**

- Conduct work in a highly professional level; represent oneself as a leader both internally and externally.
- Mentor employees and other team members to guide them in their development.
- Be an innovator; challenge process and technology to exceed client expectations and to achieve company's top position in the marketplace.
- Suggest areas for improvement in internal processes, suggest solutions, and volunteer to lead them as needed.