

## Nortech Systems Milaca Job Description

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**Job Title: Material / Supplier Quality Engineer**

**Date:** JUL 2010

**Department/Reports to:** Supply Chain Manager

**Job Description:** The Material/Supplier Quality Engineer is responsible for assuring only approved material is used in production. This position is responsible for Receiving Inspection protocol, material quality and supplier quality systems compliance.

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**Main Job Duties/Responsibilities:**

- Write First Article Inspection criteria and receiving inspection procedures (SIPS and RIPS).
- Evaluate and recommend suppliers to be added or removed from the ASL and maintain ASL.
- Develop Supplier Audit Schedule and conduct audit suppliers.
- Manage supplier CAPA system.
- Member of MRB assisting in the determination of material disposition.
- Coordinate the development of supplier performance criteria.
- Establish, measure, maintain and report supplier quality metrics.
- Resource for receiving inspection
- Facilitate quality improvements for nonconforming materials
- Design inspection test methods.
- Prepare presentation and participate in Supplier Quarterly Business Reviews.
- Train Receiving Inspection personnel on procedures and use of inspection equipment.
- Lead supplier quality improvement projects.
- Select, requisition and qualify receiving inspection equipment, tooling and gauges.
- Support production to exceed customer's expectations.

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**Qualifications** (requirements that a candidate MUST have to fill the position)

**Education:**

- Bachelors Degree in Engineering or a comparable degree or work experience.

**Experience:**

- Three years receiving inspection and supplier quality experience required.
- Experience with CMM programming and operation preferred.
- Supplier auditing and development experience preferred.
- Medical device experience preferred.
- CAD experience preferred.

**Skills/Competencies:**

- Good communication skills.
- Good computer skills.
- Critical thinker with good problem solving skills.
- Statistics, SPC and sample plan knowledge.
- Strong work ethic with a sense of urgency.
- Ability to work within the quality system but see and work toward company objectives and goals.

**Physical Requirements:**

- Ability to sit/stand for extended periods of time.
- Must be able to lift 25lbs.
- Ability to work with inspection tools and equipment and perform visual inspections using a microscope.

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Job Description Approval

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Date