



Toray Composite Materials America, Inc.

JOB DESCRIPTION

Revision Date:	February 7, 2019		
Job Title:	Senior Engineer, Quality		
Location:	TA	Department:	Quality Assurance
Grade:	7E	FLSA Status:	Exempt

Summary

Provide guidance for implementation of quality standards within company. Conduct audits to meet customer, registrar, internal, and vendor compliance as required. Review customer documents to ensure compliance with quality standards. Review customer complaints and nonconformance. Create and/or revise documents as needed.

Duties and Responsibilities

- Manage cross functional quality projects to establish and maintain compliance with quality standards.
- Review internal processes to ensure compliance.
- Research and investigate containment root cause, correction action verification and validation.
- Provide oversight to supplier processes by conducting audits as necessary and submit corrective action requests for nonconformance.
- Conduct audits to meet customer, registrar, internal, and vendor requirements as necessary.
- Create and/or revise Quality Management Systems (QMS) procedures and controls to ensure consistent performance of processes and maintain quality of products.
- Provide review of customer documents and flow within company.
- Attend meetings for professional quality organizations (IAQG/AAQG). May act as voting member on Nadcap task group and attend meetings as required.
- Participate in Internal and Customer quality meetings as assigned.
- Work with third party auditors, registrars and customers during audit process as assigned.

- This job description in no way implies that these are the only duties to be performed by the Associate. At all times, Associates may be required to follow any instruction and to perform any other duties within a higher/lower level job upon the request of the supervisor.

Skills and Specifications

- Job tasks are carried out with moderate functional guidance or direction with moderate latitude for decision-making. Job tasks are carried out in an environment that consists of recurring work situations with occasional variations from the norm. Job assignments usually involve a moderate to high degree of complexity or difficulty. Most job functions or responsibilities are defined; however, some tasks require the development of new ideas, methods or approaches. Errors in work or judgment can cause potential escapement of non-conforming product to customers, liability for company contract non-compliance and potential findings by third-party auditors leading to loss of certification and/or contract.
- Ability to evaluate conditions, recognize issues and determine best course of action.
- Position requires the ability to set priorities, follow schedules and manage own time.
- Ability to troubleshoot and problem solve at a highly skilled level.
- Ability to provide a high level of customer service to internal and external customers.
- Familiarity with quality standards required.
- Documented understanding of internal, customer, international and aerospace process and product requirements.
- Possess an expert knowledge auditing techniques and procedures.
- Familiarity with document non-conformance and root cause and corrective action processes.
- Familiarity with aerospace special processes related to nonmetallic materials.
- Ability to utilize/operate a computer, peripheral equipment and appropriate software, such as Microsoft Office Applications including advanced Excel, Word and PowerPoint.
- Strong verbal and written communication skills.
- Ability to work well under pressure.
- Ability to set priorities.
- Ability to self-motivate and take initiative.
- Ability to develop close working relationships with customers and internal and external auditors.
- Ability to develop close working relationships across all departments.
- Ability to operate production management

Education and Qualifications

- Bachelor's degree in science and five plus year's quality assurance experience, or equivalent combination of education and experience required.
- Experience in contract review, new product qualifications, and development and implementation of quality systems required.
- Prepreg manufacturing and testing knowledge necessary to resolve customer complaints and internal quality issues required.
- Personal computer experience in Microsoft applications such as Excel, Access, Word, and production management system (Synchronous) required.
- This position involves working with technologies and information which are subject to U.S. export control regulations. Under these regulations, Toray CMA must review certain candidate information including citizenship, basis of United States work authorization and country of origin. This information would be used for export control screening purposes only.
- Job tasks are performed in an office/indoor environment with occasional visits to the production floor and test laboratory areas.
- Position requires the ability to occasionally work in excess of 40 hours per week.
- Position requires performing occasional on-call duties.
- Position requires the ability to travel approximately 10% of the time.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Position requires the ability to read, write, speak and understand English at a level necessary to successfully perform assigned responsibilities. Position frequently requires the ability to make quick decisions related to quality and product issues. Ability to set priorities. Ability to utilize interpersonal and teamwork skills. Ability to perform advanced mathematical computations such as analysis, statistics and significant data or number manipulation. Ability to give complete directions and to understand and apply work specifications in the completion of work tasks. The ability to hear, speak, use hands/fingers and the repetitive motions of hands/wrists are frequent. Ability to occasionally lift 10 pounds. Vision abilities require the adjustment and focus of sight. Must be able to perform the essential functions of the position with or without accommodation.