

<b>Position Title:</b>	Quality Assurance Supervisor			<b>Position # or Level:</b>	(List official HR position number here)
<b>Department:</b>	301 – Quality Assurance (Indirect)		<b>Reports to:</b>	Quality Assurance Director	
<b>Employment Status:</b>	Full Time Regular	<b>Pay Grade or salary range:</b>	(List the pay grade or salary range for this position)	<b>% Travel Required</b>	0%

**Position Summary:** The Quality Assurance Supervisor is responsible for ensuring timely and effective implementation of all company's policies, procedures, and activities involved in assuring the quality of manufactured products. Supervises and coordinates activities of workers engaged in inspecting product.

**Essential Duties:**

- Supervises, motivate, train and directs the activities of all direct labor QA Inspectors
- Participates in daily production meetings
- Ensures quality product is manufactured according to the customers specifications
- Uses specialized tools and equipment
- Performs supplier audits and documentation
- Conduct customer complaints/RMA investigation, identify root cause and write Corrective Actions
- Ensure all clean room testing is conducted according to the company procedure including ESD, particulate monitoring, humidity etc.
- Prepare Non-Conforming Material Requests (NCMR)
- Prepare Certificate of Conformance

**Other Duties & Responsibilities (Optional)**

**Minimum Qualifications:**

- Requires a valid IPC-610 certification
- Working knowledge of ISO 9001, and ITAR requirements

**Key Competencies:**

- Ability to communicate with suppliers, quality assurance, production, management and engineering personnel to solve work-related problems.
- Ability to be communicate tactfully
- Must be able to speak and write in English
- Proficiency in Microsoft Office Suite and Outlook email

**Preferred Skills:**

Prior experience in a contract manufacturing environment desired

**Work Environment:**

- Performs the duties of the job in an indoor, environmentally controlled cleanroom. Observe ESD, safety and cleanroom practices
- Wear common protective gear such as gloves, masks, ESD garments
- While performing the duties of the job, the employee is regularly required to sit, stand and/or walk for extended periods of time; use hand and fingers, reach with hands and

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arms; and talk and hear. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Employee Acknowledgement:**

I have read this job description and I fully understand all my job duties and responsibilities.

Print Name	Signature	Date	
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