



## **JOB DESCRIPTION**

### **Salaried Exempt**

Job Title: Quality Assurance Leader  
Reports to \_\_\_\_\_  
(Title): Mgr Quality Assurance

Function: Integrated Supply Chain  
Department: Multiple

#### **JOB SUMMARY:**

Supervise and coordinate activities of team members engaged in Fabrication inspection and quality improvement activities. Directs team members to ensure company policies, procedures, and regulatory standards are met. Reviews reports and confers with quality, production, suppliers, engineering, and management personnel to solve quality and work related issues.

#### **RESPONSIBILITIES:**

- I. Lead, plan, organize, monitor, control and report the work activities of assigned department(s) under Fabrication to provide efficient quality support in the achievement of company objectives.
- II. Develops workforce strategies. Performs supervisory authority in relation to hiring, training, counseling, employee relations, performance evaluations, promotions, terminations, etc. Regularly communicates with direct reports.
- III. Works closely with Engineering, Operations, Support Groups and Supply Management to establish priorities and effectively address process and product quality issues. Prepare control, inspection, and quality plans in accordance with engineering, quality, and regulatory requirements.
- IV. Research emerging technologies as they apply to inspection and quality improvements. Work with suppliers and internal resources to develop or improve existing methodologies or equipment for increased throughput and efficiency.
- V. Prepare reports to management and internal customers regarding various processes, qualifications, problems or opportunities. Establish metrics to concisely and effectively show progress on established goals and initiatives.
- VI. Administer department workload to assure all department related activities and timelines are met. Review manpower needs and develop capacity reports.
- VII. Provide input to the budget development process and manages within an approved budget.
- VIII. Other related duties as necessary.

#### **EDUCATION:**

- Bachelor's Degree in Supply Chain, Engineering, or related field.
- Level will be determined by management based on relevant experience.

#### **POSITION REQUIREMENTS:**

- Candidate must be a self-starter with strong planning, organizational, written and verbal communication and negotiating skills.
- Requires the ability to handle multiple simultaneous tasks, analyze situations objectively and make sound decisions, and interpret budgets and finance data.
- Good interpersonal and presentation skills as well as solid computer skills are required.

- Prior inspection or production experience is helpful.