

Job Description

Department: Quality

Reports to: Head of Quality

Purpose: (general description of overall purpose of position)

<p>Assure Compliance To add value by continually improving the performance of Mac Aero Interiors through the identification, analysis and permanent resolution of quality issues in conjunction with colleagues, customers, suppliers and regulators.</p>
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Primary Responsibilities:

1. Continual improvement of Mac Aero Interiors through internal audit of the quality management system (QMS).
2. Identification of improvement opportunities to performance and compliance with Part21 Subparts G & J, Part 145 and AS9100 quality system requirements.
3. Supervision of Inspection Team
<ul style="list-style-type: none"> • The ability to read, interpret and critique external requirements, internal process and procedures. • Experienced in working alone. • A passion for Continual Improvement
4. To add value by continually improving company performance through the identification, analysis and permanent resolution of quality issues in conjunction with colleagues, customers, suppliers and regulators.
<ul style="list-style-type: none"> • Personable and flexible enough to work in a very small team. • First-class communication skills. • Independent. A “finisher” with considerable presence and assertiveness. • Keen analytical ability; An eye for detail. • Competent in the use of MS Office: Outlook, Word, Excel, PowerPoint & VISIO
5. Contribution to KPI maintenance and analysis
6. Facilitating NC close-out actions with process owners.

Other Responsibilities:

<ul style="list-style-type: none"> • Application of a range of quality tools including 8D, Fishbone, Pareto, 5-Why’s etc. • Occasional travel, potentially at short notice

Health and Safety and Quality Responsibilities:

Quality Assurance Engineer

1. Participation in H&S risk assessment
2. Facilitation and assistance in resolution of H&S Issues
3.
4.

Positions Reporting to this Position:

1. Quality Inspector(s)
2.
3.
4.

Key Contacts (Internal and External):

1. Head of Quality
2.
3.
4.

Key Accountabilities (where appropriate):

1. Inspection & release process
2. Internal & External Audit
3. Maintenance of Supplier Approvals on Factory Master
4.

Important Health and Safety Considerations of the Role (e.g. night work, compressed air line, VDU's, etc.):

1. Considerable exposure to DSE and computer workstation.
2.
3.

Personnel Specifications

Qualifications, Training & Experience:

	Essential	Desirable
1. Broad general education	Yes	
2. Good numeracy & literacy	Yes	
3.		

Knowledge of:

	Essential	Desirable
1. Part 21 G, Part21 J, Part 145, AS9100 (inc' ISO 9001)	Yes	
2.		
3.		

Skill in:

	Essential	Desirable
1. High standard of skill in Microsoft Office.	Yes	
2.		
3.		

Ability to:

	Essential	Desirable

Quality Assurance Engineer

1. Communicate well with strong interpersonal skills	Yes	
2. Good telephone manner	Yes	
3. Work on own initiative	Yes	
4. Supportive of a team environment	Yes	
5. Able to work to tight schedules and deadlines, with multiple priorities	Yes	
6. Honesty and integrity	Yes	
7. Willing to help in areas outside of remit if required	Yes	
8.		

Signature of Position Holder _____ **Date** _____

Signature of Manager _____ **Date** _____

File Copies: (1) Employee, (2) Manager, (3) Human Resources