



Quality Engineer (Entry Level)

Objective:

Take part in developing, implementing, maintaining, and reporting on performance improvement projects throughout the organization. Works to promote an atmosphere of continuous improvement, waste and variation reduction, defect elimination, and effective project implementation, utilizing the core problem solving and corrective action tools, while following ISO requirements.

Typical Duties:

Typical Duties include, but are not limited to:

- Analyzing Quality Management System (QMS) gaps and developing solutions.
- Assessing supplier, manufacturing, and customer defects, and developing problem solving / root cause analyses, leading to effective corrective actions.
- Assisting with implementing solutions by following lean practices (kaizen events, value stream mapping, kanbans, 5s, quick change methodology, standardized work, etc.).
- Coordinate and track implementation of corrective action and continuous improvement projects, and their impact across the organization.
- Developing detailed operator instructions, process flowcharts, and employee support documentation as needed.
- Presenting the necessity, benefits, and effectiveness of continuous improvement projects in various summary formats for management.
- Assisting in setting up and monitoring the ISO 9001 document control program, performing gap analyses, and the implementation process.
- Performing quality management system reviews, manufacturing process audits, and systems audits.
- Assisting on improvement projects in various departments as part of a cross functional improvement team.
- Assist in maintaining and improving the ISO 9001 program as needed.

Job Requirements:

Minimum Qualifications:

- Bachelor's degree with 2 to 3 years relevant experience.
- Ability to assess the variables of a process / department, and identify how they can be documented, streamlined, and enhanced with system improvements.
- Knowledge of or ability to quickly learn the core variation and defect reduction tools (six sigma, problem solving, and corrective action tools), and the ability to utilize them when coordinating improvement projects.
- Ability to lead, instruct, and facilitate corrective action concepts, tools, and applications, to all levels of the organization.
- Knowledge of developing detailed operator instructions, process flowcharts, and other types of support documentation.
- Experience in ISO 9000 and the ability to apply its techniques in improvement processes throughout the company.
- Strong communication, interpersonal, and writing skills. The ability to issue project results in a concise summarized format with recommendations to management.
- Ability to utilize various other types of continuous improvement methodology.
- Basic knowledge of quality management principles.
- Solid experience with MS Office programs.

Candidates must be U.S. Persons as defined in the ITAR, 22 CFR 120.15 (U.S. Citizenship or Resident Alien Status) and as defined by 8 U.S.C. 1101(a) (20).

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