



Date: 2020

Grade: Hourly/ Non Exempt

Position: Quality Process Analyst

Dept: Quality

Class: Reg/Full time

Reports to: Quality Manufacturing
Systems Manager

JOB FUNCTION

This position is responsible for quality assurance inspection and monitoring functions to assure compliance with company policies, procedures, and specifications. Compiling and analyzing data to assess non-compliant and non-conforming issues to determine root cause(s). Participates in continuous improvement activities to remove waste and (NVA) non value-added activity.

PRIMARY RESPONSIBILITIES

- Maintains and disseminates knowledge of current policies and procedures (i.e. Standard Work) within manufacturing groups.
- Performs audits of material, product and process.
- Collects data and performs capability studies and reports results for existing and new products/ materials. This includes data collection and the coordination of the testing and trials.
- Participates in and supports Lean initiative.
- Supports and participates in all company/departmental safety initiatives
- Act as a role model assisting others in following the Quality Management System.
- Maintains records of outgoing finished goods certifications.
- Performs PPAP's for customers per ISO requirements for new and existing business.
- Initiates non-conformances and corrective actions for nonconforming products, processes or raw materials.
- Works with Quality Manager provide feedback to raw material vendors on material performance issues.
- Participate in and potentially conducting quality audits
- Other duties as assigned

JOB REQUIREMENTS

- Basic math skills with an emphasis on SPC (statistical process control)
- Presentation skills to share information one-on-one and in small groups with employees, customers and suppliers
- Organized individual with an emphasis on accountability.
- Able to follow through on assignments and complete tasks within an acceptable timeframe and communicate outcome effectively.
- A task-oriented individual who is capable of prioritizing different level tasks. Must be able to multitask and change direction easily as priorities change.

- Able to communicate well and have good listening skills to assist in resolving conflict.
- Self directed and able to work independently requiring minimal supervision.

EDUCATION AND/OR EXPERIENCE

- Two-year technical degree preferred
- Quality experience required
- ASQ Quality Process Analyst certification preferred
- Trained as an ISO auditor preferred
- Technical writing skills. Must have written and implemented procedures and standard work for technical processes.
- Formal training of statistical process control
- Experience with a statistical software package for data analysis. (Minitab, Excel)
- Experience/training in Lean Mfg.
- Proficiency with Microsoft Office specifically (Excel, Word)
- Experience with gauge calibration and gauge reproducibility and repeatability studies.
- Familiarity with ISO9001-2015

PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand, use hands, reach with hands and arms, and communicate. The employee must frequently lift/or move up to 45 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually loud. Must be able to use hearing protection.

EMPLOYEE ATTRIBUTES

The key attributes of success that this employee should demonstrate are:

Integrity - high moral character, honest and trustworthy. Upright citizen of the community and Ultrafab.

Initiative - Seeks feedback and thinks outside h/h comfort zone. Desire to do your best at all assignments, always evaluating how to do things better.

Self Esteem - Awareness of self-including strengths & weaknesses. Always seeking to improve self.

Flexibility - willing and comfortable adapting to new circumstances and conditions.

Passion - maintains a positive attitude, working with enthusiasm each day.

Sense of Urgency - an implicit understanding of job needs and priorities.

Commitment - thinks of and treats the assets of the Company as if they were his or her own.

Team orientation - enjoys working, assisting and accomplishing with others.



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Leadership - directs process / work groups by example; a “player-coach”; able to resolve conflict. Takes action to drive progress.

Organization - easily manages time and resources, structures and controls repetitive tasks/responsibilities.

Communication - composed and articulate with w/verbal interaction.

Detail Oriented - follows up all action items and has a concern for accuracy.

Willing to travel or make a personal sacrifice to support a business need.

Employee signature

Date

ULTRAFAB CONFIDENTIAL