

Position Title:	Manager, Quality Assurance			Position # or Level :	QPT QAMGR
Department:	Quality Assurance		Reports to:	COO	
Employment Status:	Regular Full Time	Pay Grade or salary range:	OPEN	% Travel Required	10%

Essential Duties: Quality Management System (QMS)

- Serve as the subject matter expert for the company on compliance issues. Provide guidance and support on matters relating to ISO/ITAR regulations
- Responsible for maintaining appropriate regulatory documents for REACH, RoHS, and Conflict Minerals requirements.
- Coordinate ISO and customer audits.
- Responsible for directing the QP Technologies' Document Control function. Ensure all ECNs are reviewed for QMS impact.

Quality Assurance Management

- Manage Quality Engineering, Quality Assurance, and Quality Control activities
- Maintain records for customer complaints, NCMR, RMA, deviations, and CAPA.
- Work closely with Engineering and Operations to ensure that new processes being transferred to production meet customer and regulatory requirements.
- Monitor and report Key Performance Indicators (KPI's) related to company quality objectives.
- Plan and manage the overall activities of receiving inspection and outgoing quality functions.
- Ensure timely resolution of supplier failures, supplier corrective actions and preventive actions.

Quality Engineering Management

- Manage the company's risk management process to ensure the appropriate risk assessment is performed and documented.
- In conjunction with Engineering, conduct root cause analysis and oversee implementation of corrective action for process and customer related concerns.
- Standardize inspection activities for package assembly operations using MIL-STD-883 internal and external visual requirements.

Minimum Qualifications:
Education, Experience & Citizenship Requirements

- Bachelor of Science degree in Engineering or related discipline
- 5 years' experience in the semiconductor industry.
- Experience in the Mil/Aero and/or Bio-medical industry.
- 2 years of direct supervisory/manager experience

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- Proficient in Microsoft Office Suite, Outlook email and database systems
- **Must be a US Citizen or legal Permanent Resident.**

Key Competencies

- Able and willing to take a very hands-on role while staffing appropriately for growth.
- Strong knowledge of Quality Management Systems (QMS); particularly ISO 9001 and ISO 13485, ITAR.
- Considered a subject matter expert.
- Must be well-organized with strong problem-solving skills.
- Excellent written and oral communication skills, solid organizational ability, negotiations skills with ability to drive cross functional teams.
- Excellent presentation skills (this position will be the voice of the company on all matters related to Quality)
- Strong engineering skills with the ability to understand/enhance processes and help drive root cause corrective actions.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and succinctly present data and information.
- High level of proficiency in document control protocols

Preferred Skills:

Prior experience working in a contract manufacturing environment offering microelectronic assembly services for semiconductor devices.