



JOB DESCRIPTION MANUAL

Document ID SPIJDM0105	Title QUALITY MANAGER	Print Date 11/25/2016	Revision 1.0
Effective Date 11/28/2016	Prepared by Mark Bateman / Operations Manager	Date Prepared 11/24/2016	
	Approved by Frank Massimino / Plant Manager	Date Approved 11/25/2016	

SUMMARY

The quality manager is responsible for overseeing the plant quality department inline with the companies policies and procedures. The quality manager is focused on ensuring customer quality through associate communication and training.

KEY DUTIES AND RESPONSIBILITIES

- Support the quality technicians to ensure full compliance of their work responsibilities relating to Quality
- Responsible for the Quality of finished product
- Responsible for training the quality technicians and assisting them with On the Job Training with other personnel
- Develops and initiates standards and methods for inspection, testing and evaluation
- Responsible to ensure IMDS is conducted and implemented per specific requirements.
- Liaison with external parties (Suppliers & Customers) on correcting quality concerns
- Responsible to catalogue, communicate and support quality issues with the related functional departments for effective corrective and preventative actions.
- Support & communicate any concerns that may affect Customer Satisfaction
- Responsible for complying to all Customer's supplier requirements
- Responsible to attend weekly production meetings
- Keeps management team abreast of significant issues or developments identified during quality activities and actions being taken to improve the situation
- Responsible for control of all quality related documents - PPAP; Control Plans; FMEA; Process Flow & Work Instructions
- Responsible for PPAP submissions and re-submissions
- Responsible for control, certification & calibration of measuring equipment
- Responsible for control, certification & calibration of all gages and fixtures
- Responsible for control of all inspection & testing activities
- Back Up responsibility to the Internal Audit Process
- Responsible to provide assistance with third party audits
- Follows company health and safety, 5S and ISO policies and procedures
- Conduct quality technician performance evaluations.
- Monitor, adjust and approve timecards.

ORGANIZATIONAL RELATIONSHIPS

The plant quality manager reports directly to the plant manager. The quality manager may also take direction from the operations manager and the president.

QUALIFICATIONS

Engineering or technical diploma and/or equivalent work experience
 5-7 years of experience in a leadership position within automotive quality departments
 Advanced communication, interpersonal, negotiation, problem-solving, and time and priority skills.
 Understanding of quality management systems

PROCEDURES

PROCEDURE ID AND NAME	POLICIES AND PROCEDURES MANUAL



JOB DESCRIPTION FORM

Division/Department:	Stratus Plastics International - Production					
Location:	Tecumseh, Ontario, Canada					
Job Title:	Quality Manager					
Reports to:	Frank Massimino		Job Title:	Plant Manager		
Type of position:	Student	Contract	Casual	Full Time	Salary	Hours per Week: 40
					X	
Wage Range:				Benefits:		

General Description

The quality manager is responsible for overseeing the plant quality department inline with the companies policies and procedures. The quality manager is focused on ensuring customer quality through associate communication and training.

Work Experience and Education Requirements

Engineering or technical diploma and/or equivalent work experience
 5-7 years of experience in a leadership position within automotive quality departments
 Advanced communication, interpersonal, negotiation, problem-solving, and time and priority skills.
 Understanding of quality management systems

Reporting and Organizational Relationships

The plant quality manager reports directly to the plant manager. The quality manager may also take direction from the operations manager and the president.

Reviewed by:		Title:	
Approved by:		Title:	
Date Posted:		Duration:	

ISO REVISION LOG

Date	Revision	Date	Revision	Date	Revision
11/23/2016	Implement REV 1.0				

Posting
Managers
Signature