

Continental Electronics

QUALITY MANAGER

The role of the Quality Manager is to plan, organize, manage, and control the product assurance function to ensure safety, reliability, & quality standards and conformance to federal and state legislation/regulations by establishing and maintaining cost effective quality systems, standards, and policies.

RESPONSIBILITIES

- Manages the product assurance services for the company; this typically includes quality control, reliability analysis, radiation safety, quality engineering, supplier selections, and the material review board
- Assures product compliance with applicable federal and state regulations including good manufacturing practices provisions, as appropriate, and coordinates the required reports to federal and state agencies
- Directs and reviews product safety efforts and establishes plans to maximize product safety and minimize product liability, in compliance with company product safety practices
- Identifies, establishes, and maintains quality systems standards and policies for the design and manufacture of the company's products
- Directs the quality audit of the company's products at various stages of production, including vendor audit, and quality control of purchased parts, raw materials, fabricated parts, sub-assemblies, completed products, field installations, and returned products
- Analyzes information obtained through audits including data accumulation and consolidation; provides regular reports to management on overall quality status, specific quality problems and recommendations
- Determines department's long-range needs for staffing, equipment, and facilities, and assists departmental supervisors in determining short term needs.
- Reviews, approves, and consolidates departmental budgets; manages for effective expense control
- Assumes personnel responsibilities such as hires, job assignments, termination recommendations, transfers, promotions, salary actions, and performance reviews
- Implements the company's Affirmative Action Plan as it applies to the function supervised. Monitors conduct and relationships among employees supervised to prevent discriminatory acts or comments
- Assures that each employee is formally trained in safety including knowledge of hazards and protective measures required to prevent injury
- Exercises responsibility for training, developing, and motivating supervised employees.
- Performs other related duties as required

SUPERVISORY RESPONSIBILITIES

- This job has supervisory responsibilities
- Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

EDUCATION AND/OR EXPERIENCE

- Requires a B.S. Degree in Engineering or related technical field as required and at least seven (7) years related experience, or equivalent combination of training and experience.
- Requires increasingly responsible product assurance experience or related experience, including product assurance management.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Oral Communication - Listens and gets clarification; Responds well to questions
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate

BENEFITS CEC provides opportunities for educational reimbursement, employee assistance program, company lunches, 3 weeks of vacation & sick time, family medical / dental / vision benefits, matching 401k, free life & disability insurance, service awards, and employee social events.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds.

Equal Opportunity Employer: minority / female / disability / veteran