



JOB DESCRIPTION

Job Title: Quality Supervisor
Reports To: Quality Manager
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The information on this job description indicates only the general nature and level of work performed by personnel assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and qualifications required of personnel so classified. Minor changes in work assignment will not necessitate revision of this document.

General Function:

The Quality Supervisor is responsible for all elements of the Quality Management System to accurately interpret how they apply across the OH plants and assigned quality department staff.

Essential Responsibilities & Duties:

- Certified QMS Auditor, responsible for reporting performance indicators and concerns to management
- Coordinate the training of internal auditors, ensure QMS internal audits are scheduled, executed and closed with all related corrective actions. Report on the status of internal audits to management as required.
- Participate in plant continuous improvement projects
- Work with personnel on the Advanced Product Quality Planning as required to support product launches
- Write and maintain procedures and improve existing processes
- Lead, develop and drive continuous improvement quality initiatives to achieve cost reduction targets.
- Stream line standard Quality Systems and procedures
- Maintains a commitment to the company vision through exemplary leadership style and structured performance management
- Frequently communicates with direct reports and management counterparts, using a forthright, supportive approach
- Evaluate, manage and motivate all direct reports with a strong emphasis on planning, organization, preparation, follow-up and internal communication.

- Support a lean, high-performance culture that rewards overachievement and encourages continuous improvement at all levels of the organization.
- Communicate clearly and directly with employees concerning quality performance expectations, productivity, and accountability.

Direct Reports:

Quality Inspectors and technicians

Qualifications and Competencies:

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, behaviors and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor of Science degree in Quality Systems, Operations or related field.
- ASQ Certification
- 5 Years' experience of overseeing ISO Quality Management System.
- Knowledge of quality systems, PPAP, FMEA, APQP, SPC and Control plans.
- Demonstrated experience working with Lean initiatives, 8D root cause analysis, correction action planning, Poke Yoke.
- Proficient with MS Office: Word, Excel, PowerPoint, Access
- Results oriented leadership style with a focus on continuous improvement and execution
- Strong decision making and problem solving skills, with an emphasis on innovative and creative solutions that result in higher profitability.
- Operates with high integrity; builds trust, quickly wins and sustains credibility in relationship with others
- Ability to communicate professionally with people at all levels of the organization and external contacts; Professionally assertive
- Proven experience in building, developing and mentoring a strong team