



CMEHR@Custom-mfg-eng.com
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Quality Assurance Specialist

Job ID: 2021-08B
Regular/Temp: Regular
Full-Time/Part-Time: Full Time
Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

MUST complete Predictive Index test before applying:

<https://assessment.predictiveindex.com/54R/ab2d86bf-8fc8-4748-ae41-f06286b53be4?type=candidateba>

Job Summary:

Are you someone who has a passion for identifying technical problems and solving them? We have an exciting and challenging opportunity for the right candidate to become our Quality Assurance Specialist. You would be responsible for ensuring the highest quality standards of CME products! You would be coordinating the day-to-day implementation of raw material, in process and finished product inspection, testing, documentation and reporting as required. You would investigate quality issues determined from day-to-day activities as well as from customer complaints, then report and make recommendations for improvement. In addition, you'll assist operations to ensure adherence to AS/ISO/TS and government regulations.

Duties and Responsibilities:

- Approves incoming materials by confirming specifications; conducting visual and measurement tests, as well as rejecting and returning unacceptable materials
- Documents inspection results by completing reports and logs; inputting data into quality database
- Keeps measurement equipment operating by following calibration process.
- Maintains safe and healthy work environment by following standards and procedures; complying with regulations
- Updates job knowledge by participating in educational opportunities; reading technical publications
- Accomplishes quality and strategic objectives by completing related results as required.
- Read blueprint instructions to comprehend the quality expectations for the product and supplies
- Approve or reject raw materials with respect to quality standards and record supplier performance
- Assign and track RMA units for analysis and service
- Assist in first article data purchase development
- Assist in material review board to determine part failure and scrap
- Monitor supplier performance for vendor delivery and quality
- Assist in training production staff in quality improvements and requirements
- Perform in process inspections for production units
- Select AQL samples and check them using the appropriate methods (measuring directions, testing functionality, comparing to specifications etc.)
- Maintain records of testing, inspection results and various metrics such as Key Process Indicators
- Verify work instructions to ensure they are efficient and comply with safety and regulatory standards
- Prepare and submit reports to the quality manager
- Other duties as assigned

Job Qualifications:

- Knowledge of J Standard, IPC610, IPC620
- Ability to perform internal auditing functions in accordance with AS/ISO/TS standards
- Strong interpersonal, verbal and written communication skills
- Experience in engineering and manufacturing industry particularly of electronic/electrical components
- Experience in AS9100D with ISO 9001: 2015, ISO/IEC 17025:2005, and CMMI
- Ability to read & interpret specs, drawings/schematics, and part lists including prior experience with electrical, electronics, and/or mechanical components for build requirements
- Demonstrated knowledge and experience with Continuous Improvement Processes & ISO/MIL Quality System and Strong knowledge of Quality Systems and Quality Management System
- Demonstrated ability to training production staff in quality improvements and requirements
- Strong analytical and computer skills for various reports on product and process quality, including Word, Excel, PowerPoint
- Ongoing identification of technical problems and the development of sound, carefully thought-out solutions. Problem solving is focused on proven systems and technologies and established organizational relationships
- Ability to mark & tag components for tracking inventory & stock levels
- Physical demands include but are not limited to: ability to lift 50 lbs., able to conduct visual inspections, and ability to walk and stand 70% of the day

Minimum Requirements Needed:

- High School or AA/AS degree (trade or tech school) from an Accredited College/University
- Minimum of 2-3 years of quality assurance/quality control experience in a manufacturing facility
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.
- Successful Passage of Required Screenings & Tests: Background Check, Reference, Credit, and Drug Testing

Travel Percentage Required: Minimal & Usually Local to Vendors. 0% -5%

An award-winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. (www.custom-mfg-eng.com).

CME is an Equal Opportunity/Affirmative Action Employer. *All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa.** For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen,*

permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.

Removal Date: July 1, 2021