CUSTOM MANUFACTURING & ENGINEERING™

3690 70th Avenue North
Pinellas Park, FL 33781
www.custom-mfg-eng.com

Quality Manager

JOB DESCRIPTION

Job ID#: 2019-015B+C
Regular/Temp: Temp, Temp to Perm, or Regular Employee (Depending Business Needs)
Full-Time/Part-Time: Full-Time
Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

MUST complete online assessment before consideration: https://assess.predictiveindex.com/wwQMj

Job Summary: We have an exciting opportunity for the right person to become our Quality Manager to be the quality leader in CME. **As the Quality Manager you will provide support to engineering, manufacturing, and operations teams working to maintain our certifications, standards, meet customer requirements/expectations/certifications, and expand CME's products & services through critical detailed manufacturing work which has impact revenues, and eliminating costs to increase profitability** & help competitiveness by building the CME brand.

This specialized, technically oriented position must continuously meet and exceed high standards of accuracy and quality based on established systems, technologies and guidelines. Strength in technical problem solving based on expertise and experience, and a strong commitment to efficiently achieve high quality results is *required.* A thoughtful, persevering, self-disciplined approach to achieving accurate, detailed work is essential for success.

DUTIES AND RESPONSIBILITIES

- **Because of the expertise developed in this position, it is necessary to regularly initiate and communicate viewpoints on problems and opportunities in a factual, straightforward manner**
- **Maintain & lead QMS for ISO/AS9100, ISO17025, and CMMI standards for external & internal audits (company, system, compliance, and surveillance) of suppliers/vendors, check incoming parts to meet standards, check out-going product, investigate customer complaints to meet SOW, specifications, and rigorous testing standards**
- **Leads & Conducts Annual Recertification w/ Independent QM Organizations**
- Achieves quality assurance operational objectives through analysis of data tied to strategic plans and goals
- Assist/direct procedures, requirements, corrective actions and process problem analysis, as well as administer NCM, preventative/corrective action, MRB and QMS procedures/requirements.
- Responsible for ensuring the policies, procedures, desk guides, and forms stored on the Proven Process Website are up to date and being complied with by employees.
- Administrate root-cause investigation & analysis, implement corrective, preventative action process and approval, then determine system improvements and implement change(s)

- Prepares and completes action plans tied directly to continuous improvement initiatives driving cost and quality improvements throughout the organization
- May be accountable for quality assurance staff for coaching, planning, recruiting, training, and disciplining employees
- Meets quality assurance financial objectives through the use of Key Process Indicator weekly reporting tied to company KPI's (scrap, rework, yields, customer returns etc.).
- Validates quality processes by establishing product specifications and quality attributes through documenting evidence, determining operational and performance qualification, and writing and updating quality assurance procedures.
- Prepares quality documentation and reports by collecting, analyzing and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations
- Updates job knowledge by studying trends in and developments in quality management by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Use various test/tester equipment, including but not limited to continuity, on product to ensure working condition and meeting quality standards
- Ability to Multi-Task and Meet Deadlines

JOB QUALIFICATIONS

- **Works independently to solve problems bringing solution options for issue resolution**
- **Ability to read & interpret specs, drawings/schematics, and part lists including prior experience with electrical, electronics, and/or mechanical components for build requirements**
- **High Energy Person able to work in a changing environment while meeting multiple deadlines**
- **Strong knowledge of Quality Systems and QMS**
- **Demonstrated knowledge and experience with Continuous Improvement Processes & ISO/MIL Quality System**
- **Proven ability to develop, manage and enforce Manufacturing/Quality methods and procedures**
- **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. Solutions should minimize risk to the organization and utilize existing resources.
- This job allows for autonomy and independence, and is primarily self-reliant. Because of the fast paced job environment, decisions must be made quickly and firmly, within the defined scope of job authority and based on job expertiseMark & tag components for tracking inventory & stock levels
- A fast learner and good listener.
- Enthusiasm for CME's clients (internal & external) and their missions.
- Must possess:
    - The ability to lead & implement general and detailed instructions as well as organizational quality policies and procedures as well as apply them accurately & consistently to all products
    - Good communication and interpersonal skills to enable effective interface with internal professionals; strong written and verbal skills
    - The ability to work independently or in a team environment

MINIMUM REQUIREMENTS NEEDED:

- 5+ years of experience in Configuration Mgmt. or Quality Engineering of electrical/electronic manufacturing experience
- BS/BA in Engineering or related field from an Accredited College/University
- 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.

Position Detail:

As Quality Manager you are completely responsible for ensuring company-wide compliance with our Total Quality Management System(s). Also responsible to develop, implement and manage our Total Quality Assurance Program (both internally and throughout our Supply Base) to prevent or eliminate defects in new or existing products and to ensure that the continuous improvement, quality control and quality assurance of all production products are consistent with our established standards and industry Best Practices. You are responsible for ensuring process improvements, documentation, and passing third party certification audits.

Travel Percentage Required: None expected. 10% - 15%

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: 01-September-2019