

Job Description

Job Title: Director, Quality Assurance

Department: Quality Assurance

Reports To: Division President

Status: Salaried – Exempt

Approved By:

Labor Code:

Approval Date:

POSITION SUMMARY:

The Quality Assurance Director provides a high level of leadership and support of quality personnel. Will incorporate processes for the assurance that products are procured, designed, manufactured, tested and shipped in accordance with customer and in-house requirements.

GENERAL DESCRIPTIVE TASKS AND RESPONSIBILITIES

(But not limited to)

- Managing supervisor for the receiving inspection area.
- Managing supervisor for in-process inspection.
- Manage and monitor quality systems.
- Implement and revise procedures and support process improvement teams.
- Responsible for calibration lab and retaining calibration recall system.
- Attend in-house and customer meetings regarding product quality issues.
- Plan and schedule quality control personnel task assignments.
- Responsible for AS 9100 approval status
- Regularly collect and analyze failure reports
- Maintain PMA and TSO status for all required parts
- Manage CAR process timeliness, completeness and accuracy
- Maintain corporate vendor approval segments
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Minimum Educational Requirements: 4 Year accredited college degree.

Minimum Years Experience: 7 years plus working experience in Quality or Manufacturing Operations in an aerospace environment.

Technical Training Required: FAA Seminars

Other Requirements: Understanding of FAA and AS9100 requirements.

Computer Requirements: Intermediate computer skills required. PC Windows Environment.

Supervisory Experience: five years supervisory experience.