

Würth Adams  
JOB DESCRIPTION

POSITION: Quality Assurance Manager  
DEPARTMENT: Quality  
REPORTS TO: Chief Operating Officer  
FLSA STATUS: Exempt  
DATE: January 2018

#### POSITION SUMMARY

The Quality Assurance Manager develops, implements and executes the ISO 9001 Quality System to control quality aspects of the business including Supplier Quality, New Product Development, Customer Satisfaction and Process Improvement. Activities include tasks personally performed, and those assigned to subordinates.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain and manage ISO 9001 quality system, lead ISO internal Auditing process, internal management reviews and manage external ISO audits.
- Responsible for direct supervision, assessment, training and development of Inspection personnel at all facilities
- Maintain all corporate quality programs and standards
- Manage quality documentation, internal audit program and supplier quality program, lab activities, internal and external compliant process and corrective action system
- Monitor lab metrics and implement necessary steps to continuously improve productivity and throughput
- Maintain calibration system of all testing and measuring equipment
- Manage inspection function and strategy company-wide
- Maintain inspection data collection system
- Maintain PPAP documentation and manage process
- Interface with customer quality requirements and present when necessary
- Work with the purchasing department in maintaining a Vendor Certification and re-evaluation program
- Provide technical support to customers and company departments. This includes participating in presentations and training both internally and at the customers locations.
- Continuously improve productivity and efficiency of processes throughout the operational organization
- Other duties as assigned

#### QUALIFICATIONS, SKILLS & ABILITIES

- Bachelor's degree or equivalent experience in Quality Management, Engineering or related field
- Minimum of 5 years Quality management experience
- Fastener or Automotive Experience preferred
- Green Belt certified or higher a plus
- Strong Knowledge and Experience of ISO standards and regulations
- Communicate to and manage team effectively toward achieving Company goals
- Strong professional demeanor; ability to establish an atmosphere of trust and support
- Ability to speak effectively before groups of customers and employees

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- ASQ Certification(s) preferred
- Working Knowledge of SAP and Microsoft Suite
- Advanced Microsoft Excel skills
- Manage multiple projects with varying deadlines
- Analytical and problem-solving skills
- Strong judgement and decision making skills
- Travel as needed (30% estimate)

George C. Murray  
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