



sun microstamping technologies  
REPUTABLE AND VALUE-ADDING

<b>Section No.</b>	Quality
<b>Issue Date:</b>	05/14/01
<b>Revision Date:</b>	06/26/10
<b>FLSA Status:</b>	Exempt

**JOB TITLE: DIRECTOR OF QUALITY ASSURANCE**

**Dept: Quality Assurance**

**Pay Level: Salary**

**Reports to: Chief Executive Officer**

**SUMMARY:**

The Director of Quality Assurance is responsible for planning, developing, coordinating, and directing quality programs designed to ensure continuous successful production of products consistent with established customer requirements and standards by performing the following duties personally or through Quality department personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Audit administrator for internal audit system and process audit system. Responsible for scheduling, completion, reporting, issuing corrective actions and follow-up activities.
- Supports, and assists with Sun Microstamping training programs.
- Represents Sun Microstamping on customer visits, customer audits and registrar audits.
- Develops and implements initial and subsequent modifications/improvements of quality system to delineate areas of responsibility, personnel requirements, and operational systems procedures
- Reviews technical problems and procedures of departments and recommends solutions to problems or changes in procedures in order to enhance the overall quality of processes and systems.
- Responsible for the strategy and long term planning of the quality function to ensure continued success in meeting customer expectations and achieving customer loyalty.
- Leads/facilitates implementation of new quality systems, system improvements and other division and corporate quality initiatives.
- Oversees analysis of major failures and proper implementation of corrective and prevention action programs.
- TS-16949 Management Representative for Sun Microstamping including responsibilities for:
  - a) ensuring that processes needed for the quality management system are established, implemented and maintained,
  - b) reporting to top management on the performance of the quality management system and any need for improvement, and
  - c) ensuring the promotion of awareness of customer requirements throughout the organization.
- Prepared for and facilitates Management Review Meetings. Documents meeting minutes and captures action items.
- Manages implementation of statistical process control and other quality techniques.
- Provides leadership in regard to quality throughout the company and corporation – as appropriate.

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- Lead Quality Improvement and Continual Improvement Processes
- Benchmark operations of organizations and devises plans to incorporate appropriate technologies, systems, philosophies, methodologies to improve quality.
- Works closely with all members of the Sun Microstamping Management Team to achieve company goals and objectives.
- Assists in the performance of Quality Planning Activities to assure effective launches of new tools/programs.
- Contributes to overall efforts to improve financial objectives of company.
- Maintains and improves Quality Assurance job results through coaching, counseling, appraising and developing staff.
- Maintains and improves relationships with customer contacts.
- Maintains appropriate professional and technical knowledge to support development of Sun Microstamping into a World Class Company
- Supports and complies with all company policies and procedures to ensure a safe and healthy working environment
- Performs similar or other duties as requested by the CEO

**SUPERVISORY RESPONSIBILITIES:**

Manages and leads Quality Assurance/Control personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training the associate; planning, assigning, and directing work; appraising performance; rewarding and disciplining the associate; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in Business or related field or equivalent preferred.
- Ten years related experience required.
- ASQ Certification (CQE, CQA, CMQ/OE) required.
- Leadership and Management training required.
- Proficiency with computer-based applications; Microsoft Office required.
- Complete understanding of TS 16949 quality systems required.
- Experience with Lean Manufacturing required
- Experience with Business Performance Criteria (Baldrige) preferred

**Name/Position**

**Name/Position:** Bryan Clarke / Chief Executive Officer

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_