

SPECIALTY PRINTING, LLC

The Lead Quality Engineer oversees the Quality Management and Lean systems plus all associated system activities.

Responsibilities:

Work involves *most of the following*:

- Responsible for Quality System / Lean System functionality and compliance.
- Responsible for overseeing Quality Inspection function and personnel.
- Develop and establish effective quality control and associated risk management plans.
- Will spearhead all document control related initiatives.
- Will drive creation or revision of documented procedures that result from process improvement initiatives, corrective actions, audit findings, and internal/external quality issues.
- Responsible for ensuring the proper recording and reporting of designated supplier performance, plant quality issues, and customer complaints occurs on a monthly basis.
- Responsible for driving plant lean initiatives, best practices, process improvements, and vendor management systems.
- Will lead or assist with designated training of plant personnel.
- Use statistical tools to analyze data, make acceptance decisions, and improve process capability (Six Sigma, SPC, DOE).
- Direct Failure Mode and Effects Analysis activities for both Design and Process FMEA's.
- Responsible for Quality Management System projects as assigned by Director of Quality.
- Responsible for internal Audit Process
- Responsible for Calibration System
- Manage employees of the department including performance management and hiring of employees within the Quality department as designated and assigned by the Director of Quality.
- Will perform other tasks as assigned by Management.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Knowledge, Skills, Abilities:

- Understand basic coating techniques (gravure, roll coating, hot melt, etc) and troubleshooting methods
- Understand threading diagrams and be able to properly thread up machine for various operations
- Able to set up coating operation properly
- Familiar with and able to use MRP software
- Basic proficiency with Microsoft Office software (Word, Excel, Outlook, etc)
- Understand and perform basic testing of pressure sensitive products (peel, adhesion to release liner, coat weight, etc)

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- Able to operate a fork truck (clamp truck)
- Able to perform basic mixing techniques
- Able to prioritize tasks for the team
- Familiar with lean manufacturing concepts & techniques
- Work to keep equipment & working environment clean & organized

Education/Experience:

- Bachelor's Degree in business, science, engineering or equivalent experience.
- Minimum of 10 years' experience in a quality department position within a manufacturing environment preferred.
- Four (4) years' experience managing and directing employees.
- Must be quality technician or Lean certified. If not, must obtain within the first 18 months of employment.
- American Society for Quality (ASQ) certification, Six Sigma experience, and /or knowledge of Process Excellence tools is desirable.
- Knowledge of principles and practices of quality assurance, quality control, and lean manufacturing.
- Strong people management skills
- Good project management skills
- Strong organizational skills
- Good analytical and technical reporting skills
- Excellent interpersonal, communication, and computer skills.

Mental and Physical Demands:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understand and observe all Company safety standards. Must be highly mobile, able to access all areas of the premises;
- Ability to concentrate and remain focused while handling multiple tasks, responsibilities and projects;
- Ability to work over eight hours in a work day, and over 40 in a work week as necessary;
- Must be able to perform bending, twisting, stooping, reaching, and lifting of equipment of at least 75 pounds.
- Use of close vision and fine motor skills to detect quality issues
- Occasional communication with supervisor or other employees.
- Is frequently required to use hands to finger and reach with hands and arms; and
- Vision abilities including close vision and the ability to adjust focus