

## CONFIDENTIAL

Job Description  
F-HR-005 rev A



Page 1 of 2

### Manufacturing Quality Specialist

FLSA: Non-Exempt  
Revision Date: 5/1/2018

Department: Manufacturing  
Reports To: Michele Cowfer

#### Job Summary:

The Quality Specialist works with all departments at SilcoTek to ensure quality is of utmost focus in the manufacturing facility. Responsible to lead, investigate and proactively prevent quality issues with customer product, and be the main point of contact to communicate quality issues/concerns to the customer.

#### Job Duties:

1. Perform document revision training and update training logs as needed.
2. Work Closely with Manufacturing Incoming Specialist and Manufacturing Floor Engineer to ensure quality handling is communicated via the routing and proper tooling.
3. Keep Manufacturing Manager aware of any quality issues and/or other factors that may impact customer disappointment.
4. Be the central point of contact for any quality issues relating specifically to the production floor.
5. Perform as the liaison between manufacturing and R&D when POR customer parts are being brought into production phase gate. Responsible for writing all work-orders and working closely with Manufacturing Floor Engineer and Manufacturing Incoming Specialist to ensure a successful and repeatable transition.
6. Responsible for auditing process vs. documentation and revising work-orders when needed and reporting any required routing changes to Incoming Technical Specialist.
7. Maintain, track and monitor training plans for new manufacturing employees.
8. Conduct training on manufacturing documentation revisions with appropriate technicians.
9. Any other duties as required.



**Qualifications:**

*Education/Experience:*

- Associates degree in a related field or equivalent work experience.

*Knowledge, Skills, Abilities:*

- Demonstrated understanding of manufacturing process
- Ability to make independent decisions & identify problems with processes
- Understanding of process improvements
- Root cause analysis skills
- Ability to handle and manage multiple projects
- Excellent organizational and time management skills
- Exacting attention to detail
- Good communication skills and ability to work well with others in a team environment
- Ability to lead meetings, assign action items to teammates and track completion
- Ability to read drawings of customer-supplied parts
- General knowledge of computer system functions and use, including basic computer skills (Outlook, Word and Excel)
- Practice safe working procedures and follow guidelines specified by the Environmental Health and Safety Department, especially when working in the production