Position Title: Quality Assurance Engineer
Reporting To: Director of Engineering
Business/Dept.: Quality/Engineering

Position Summary:
The Quality Assurance Engineer reports to the Director of Engineering and will have primary responsibility for development and maintenance of production quality standards and documentation. This includes, but is not limited to; defining quality requirements for new products and preparing/maintaining necessary documentation, monitor production quality performance to identify opportunities for improvement, review and maintenance of quality files, procedures, Job Books, work instructions, etc. for relevance and adherence to MSA Quality System, customer and regulatory compliance.

Principle Duties:
- Draft, edit, revise and update as necessary all documents associated with the Quality System, Quality Manual and SQF.
- Serve as the Management Representative for the Quality System and Alternate SQF Practitioner.
- Ensure that processes needed for the Quality System are established, implemented and maintained.
- Maintain and report on the performance of the Quality System and any need for improvement.
- Ensure the promotion of awareness of customer requirements throughout the organization.
- Administration of Calibration program.
- Administration of Corrective Action Request system and Customer Complaints.
- Control of quality related documents and records as defined in sections 4.2.3 and 4.2.4 of the Quality Manual and the quality procedures.
- Keeps Management fully apprised of significant occurrences and trends that impact the quality of product or manufacturing operations.
- Anticipates current and future issues and develops plans and actions to minimize the negative impact.
- Manage quality scrap transactions in MRP system.
- Continuously improve customer satisfaction.

Hours of Work:
Regular hours: Monday through Friday
8:00AM – 5:00PM
(Less ½ hour paid daily lunch)

General: Hours are adjusted on an as needed basis with the primary understanding that the above hours are your standard hours but if required to meet your job descriptions objectives your hours can and will adjusted to meet the situation. Hours of work may be revised in the future to support production efficiencies

Physical Requirements:
1. Perform lifting functions up to 50 lbs.
2. Good vision (correctable to 20/20) Ability to fulfill overtime requirements as needed to complete tasks on time and support customer demands.
3. Ability to work in an environment with rapidly moving equipment and to tolerate noise and dust level associated with such equipment.
4. While performing the duties of this job, the employee is frequently required to stand, walk, crouch, bend, twist, bi-laterally use hands (with a fine degree of motor skill) and arms, climb, talk and hear.

General:
1. Command of spoken and written English language; the ability to clearly express complex ideas verbally and in writing.
2. Ability to perform mathematical calculations.
3. Ability to handle stress associated with meeting deadlines
4. Ability to interact and get along with co-workers.
5. Self-assuredness – the ability to defend and enforce the Quality Policy when confronted with authoritative opposition.
6. Independent: able to work with minimal supervision; demonstrate initiative and self-direction.
7. The ability to manage multiple concurrent projects and to deliver results accurately and on time
8. Interpersonal skills including teamwork, listening, giving feedback, giving instructions, and conflict resolution.

Education & Experience:
1. Associates degree or 5+ years in a similar quality assurance program, department, or operation is required. Further education a plus.
2. Experience working in the quality area for an organization certified to ISO 9001 or similar standard.
3. Knowledge of Quality Assurance system development and implementation such as ANSI/ISO/ASQ 9001, SQF, ISO 14001, QS 9100, etc.
4. Experience with the proper use of measuring equipment
5. Proficiency in MS Office, including Word and Excel.
6. Excellent communication skills, both orally and written, at all levels of an organization.
7. Strong organizational skills and motivational skills.
8. Demonstrated ability to solve practical problems and make logical decisions.
9. Ability to work independently, as well as within a team.
10. Highly motivated, high potential individual capable of leading people in a dynamic fast changing industrial setting.

Complexity:
Requires extensive knowledge and comprehension of quality systems, measuring techniques, tools and equipment. Strong technical skills required.

Confidentiality:
Has access to confidential data, such as product plans, costs, and designs, which, if disclosed, could significantly weaken Meredith-Springfield’s competitive position.

Must execute a Confidential Non-Disclosure Agreement, which remains in effect for 2 years after separation from the Company.

Contacts:
Constant contact with Meredith-Springfield functions, plus occasional outside contact with customers and vendors.

Supervision:
Must be capable of working independently to achieve project schedules and goals. Expected to be flexible and support the project objectives and deadlines beyond the normal schedule, if/when necessary. May be responsible for occasionally overseeing the activities of others. Must demonstrate ongoing capability for delivering high quality craftsmanship with little supervision.

Effects of Errors: Level 1
This section of job description is used for evaluating impact to company, in comparison with other positions, in particular situations, such as evaluations and warning. Effect of Errors criteria is broken into three (3) levels:

Level 1 Errors on the part to this position could have a high degree of negative impact the Company’s niche position and could cause failure to meet Meredith-Springfield’s sales goals and/or could diminish its reputation in the industry, with employees, customers or vendors or the community.

Level 2 Errors on the part to this position could have a medium degree of negative impact the Company’s niche position and could cause failure to meet Meredith-Springfield’s sales goals and/or could diminish its reputation in the industry, with employees, customers or vendors or the community.

Level 3 Errors on the part to this position could have a low degree of negative impact the Company’s niche position and could cause failure to meet Meredith-Springfield’s sales goals and/or could diminish its reputation in the industry, with employees, customers or vendors or the community.

To apply, please send cover letter and resume to Mr. Mel O’Leary at moleary@meredithspfld.com

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