

Position Assigned/Job Title: Supplier Quality Engineer

Description: Responsible to assist with collection, analysis and periodic reporting of data and metrics for the JML Quality Management System (QMS), including incoming inspection, in-process testing, customer returns and key quality metrics. Oversee and facilitate the analysis, root cause determination and corrective action planning for product non-conformances, including summary documentation for customers. Participate in and/or lead the preparation of quality inspection reports, including first article inspection (FAI) documents. Develop and document new work instructions for laboratory gauging and metrology equipment. Provide training to Quality Lab personnel, as required. Periodically review and edit controlled work instructions and procedures pertaining to quality lab operations. Occasionally conduct hands on testing and data recording using laboratory test equipment.

Skill/Education Requirements:

- Basic knowledge and/or awareness of Quality Management Systems
- Working knowledge of methods for root cause determination and corrective action planning
- Demonstrated capability to write procedures with input from subject matter experts
- Ability to understand and work within a “controlled document” environment
- Ability to deliver training of others in a logical manner, emphasizing the use of established procedures
- Proficient in Microsoft Office applications (e.g. WORD, Excel, Outlook)
- Proficient with Microsoft Office 365 applications
- Basic understanding of mechanical drawings plus associated geometric dimensioning and tolerancing (GD&T)
- Preferred: BS degree in an Engineering or Optics discipline
- Acceptable: Associates degree in Engineering or Optics discipline