

Quality Control & Production Engineer

Reports to: Design & Product Engineering Manager

Supervises: n/a

Overtime Pay Status: Non - Exempt

Primary Duty:

Plans, monitors and directs activities directly related with the quality, compliance, production and continuous improvement of the following: Quality Standards, OM's Internal Standards, Safety Regulations, Environmental Regulations, Import & Export Regulations, Various Government Regulations (Federal, State, County and City), and Specific Customer Regulatory Requirements.

Essential

Job Functions:

- Function as the Quality Management Representative for the quality system. Ensure the compliance of all functions as per ISO9000, representing management during surveillance audits, promoting awareness of customer requirements, preparing & maintaining the QMS documents, initiating necessary corrective and preventive actions;
- Formulate and maintain quality objectives and coordinates the achievement of the objectives with Operations & Sales;
- Participate in and respond to annual audit requirements generated by Oriental Motor Japan Quality audit teams and communicating with Oriental Motor Japan Quality Department regarding quality issues;
- Coordinate within USA Operations for quality alerts originating from Japan and USA factories;
- Investigate and handles customer requests and complaints regarding quality;
- Mine data & develop metrics, graphs, analysis charts to measure and report the company's quality performance and other areas requiring management by facts or data;
- Manage, promote, continue improving quality management programs;
- Develop and manage the vendor control program through vendor qualification, performance evaluation & issue resolutions;
- Regularly review and improve the document control system;
- Responsible for management and promotion of Operations safety programs, ensuring safe working environment and communication of potential hazards;
- Manage the correct tariff classification codes of all OM products and responsible for the timely submission of 10+2 Importer Security Filing;
- Administer the export compliance requirements applicable to international order shipments;
- Collaborate with Customs Broker, International Carriers, etc. for any import or export issues needing resolutions;
- Maintain the UL Follow up procedure(FUS) and coordinate product safety inspections with UL;
- Respond to various customer inquiries regarding quality surveys, environment (RoHS), country of origin, product tariff classifications(HTS), etc.
- Research on regional, national, and internal Compliance and Regulatory for the company products in order to support customers.
- Manage and perform RMA process, analyze inspection results, and report to involved departments.
- Design and establish assembling process
- Supervising the manufacturing processes, ensuring quality work is done in a safe, efficient manner.
- Liaising with other engineers to develop plans that improve production, costs, and labor required.
- Diagnosing problems in the production line and providing recommendations and training.
- Establishing safety procedures and protocols that take the workers' well-being into account, and that also minimize the carbon footprint.

Collateral Duties

- Perform other tasks and special projects as needed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

- Bachelor's Degree in Engineering or related fields;
- Two years of related experience;
- Excellent written and verbal communication skills;
- Good computer skills;
- Good working knowledge of Microsoft office.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit, use hands-to-finger, handle, or feel, reach with hands and arms, sit, talk, and hear. The employee is frequently required to stand and walk. The employee is occasionally required to balance and stoop, kneel, crouch. The employee must regularly lift and/or move up to 5 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.