

Quality Assurance Manager

Private company looking for a "hands-on" Quality Assurance Manager for its Vaughan Headquarters facility. Managing and guiding a team of two Quality Engineers the Quality Assurance Manager is responsible for the company's Quality Management System.

Duties and Responsibilities

- Lead a culture of continuous improvement by creatively increasing awareness of company's quality policy and objectives among all employees.
- Develop and/or improve key performance indicators (KPI's) relating to quality function through constant Pareto Analysis, Process Capability Analysis, and Lesson Learned.
- Develop and/or improve all Critical to Quality (CTQ) areas as per customer requirements
- Maintain company's QMS registration and certification with ISO 9001 and AAR M-1003
- Communicate and work with third party or registrar to schedule external audit for ISO 9001 and AAR M-1003 re-certification & surveillance and follow up of any corrective actions as required
- Prepare and modify Quality Standard Operating Procedures (QSP) and Quality Policy Manual as required
- Ensure that established QSP and Quality Policy are implemented, maintained and reported to management team
- Effectively manage and lead all QA personnel at Concord facility in daily quality function requirements
- Conduct monthly internal audit to ensure compliance with ISO9001 and AAR M-1003 elements.
- Prepare internal audit report and Analyze SEI data reports to monitor the performance of company's quality objectives and prepare summary
- Coordinate and lead quality management system (QMS) review meetings with management team
- Review, approve, control and distribute all documents (Work instruction, Inspection and Test Report (ITR), checklists, Forms, etc.) as per Engineering Change Notice (ECN) procedure
- Adhere to PDCA and/or DMAIC Six Sigma principles
- Review Contract Bid, Customer specification etc. to ensure SEI compliance and participate in Contract Bid review meetings and provide all supporting documents related to quality assurance aspects for Contract Bid.
- Lead continuous improvement project and increase the awareness about company's quality policy and objectives among all employees
- Support and guide Buffalo facility for internal /external audit function

- Perform visual final inspection of finished unit or components to support daily quality function. Ensure that each unit has a Quality Plan (checklist)
- Perform receiving inspection and first article inspection of purchased parts to support daily receiving inspection function
- Perform “first-off” inspection of coil batch to verify dimensional and electrical requirements as per ITR specification
- Perform in-process inspection before unit’ re-assembly to check completeness of documentation and random verification of ITR processes
- Prepare and Assist in completing Failure Analysis Report for warranty claims using root cause analysis and statistical methodology to define corrective actions
- Prepare Non-Conformance Report and initiate Corrective Action Tasks for internal and external quality issues; determine disposition or action items required by involving Management Review Board (MRB) members or Task Owner ; Follow up for corrective action and verify effectiveness of corrective action
- Attend daily production meeting to prioritize daily quality function
- Prepare weekly and monthly QMS meeting reports and represent in meetings
- Daily review and follow up on past due tasks reminder, vendor certificate reminder, expired MSDS reminder etc.
- Carry out weekly “Workplace Inspection” at once on Tuesday with management team representative or production team representative, prepare weekly quality performance reports and discuss during weekly management meeting and weekly employee meeting on every Week.
- Assist and Respond customer’s Quality Survey Questionnaire Or Self Audit Questionnaire
- Participate in external customer survey or audit for SEI qualification
- Assist purchasing in supplier approval process
- Visit supplier’s site for source inspection or supplier approval survey
- Lead Process failure mode effect analysis for existing processes to drive continuous improvement tasks and prepare or update PFMEA accordingly
- Increase application of Statistical Process Control to monitor manufacturing processes (Use of Control charts, UCL-LCL, CPk study etc.)
- Participate in Design Review activities and assist in performing first particle inspection
- Other duties as assigned
- Ability to work in a demanding fast paced environment with aggressive timelines

Qualifications

- Mechanical or Electrical engineering degree preferred or equivalent work experience
- Certified Internal Auditor or Quality auditor certified (CQA) certification
- Green Belt or Black Belt Certification is an asset
- Certification as a Quality Manager (CQM), or Quality Engineer (CQE) will be an asset,
- 2-5 years of supervisory level of experience

- 8-10 years experience in Quality Manufacturing or Engineering work environment. Previous experience in electrical manufacturing equipment industries is an asset, AC/DC electrical experience is preferred
- Expert Understanding of ISO 9000 standard, internal audit and project management skills
- Computer skills (Minitab, Microsoft Excel, Word, Outlook, Power Point, Visio etc)
- Excellent verbal and written communication skills
- Great people skills with a strong ability to work in cross functional teams and promote accountability at all levels
- Strong verbal presentation skills

Please submit resumes to dhirenp@sherwoodelectromotion.com for review