

# Zodiac Seats California LLC

## Job Description

**Job Title:** Quality Auditor  
**Department:** Quality  
**Reports To:** Quality Engineering Manager  
**Job Code:** (leave blank)  
**Grade/LR:** (leave blank)  
**Prepared By:** Human Resources  
**Orig. Prepared Date:** 1/3/12  
**Revised Date:**  
**Approved By:** Aram Krikorian – General Manager ZSC  
**Approved Date:**

### SUMMARY

The Quality Auditor will be responsible for performing and managing all Audits, internal and external also development of Quality Metrics as applicable, improving the quality system and applicable processes, key support for all audit related functions. The Quality Auditor will provide Quality support and communication as required. Can perform quality engineering functions when required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Hold a high degree of knowledge of medium and high volume manufacturing processes within the aircraft business sector.
- Conduct internal audits as required by AS9100 Rev C. Perform process and vendor audits.
- Evaluate and improve or correct processes as required by ISO 9001/2008 and AS9100 Rev. C.
- Participate in Kaizen and process improvement, its usage and maintenance as required.
- Corrective Action ownership, both internal and external as applicable.
- Reporting of Quality metrics in easily understood chart form, posting and distribution as required.
- Assist in Quality system changes, implementation of applicable documents, processes and records.
- The ability to communicate effectively and professionally, both verbally and in writing.
- A strong ability to prioritize resources in line with the business needs.
- The Quality Auditor will require having a comprehensive level of computer literacy in order to handle the high demand for technical authoring, procedural documentation, reporting and analysis.
- The ability to train team members in quality audit practices, ownership to control and issue all associated with audits
- A portfolio of expertise conducive to introducing and managing Best in Class practices.
- The Quality Auditor will be expected to interface with people on a regular basis and therefore a high level of maturity and political awareness must be demonstrated.
- Serve as a liaison when required on audit results.
- Share knowledge and experience gained during programs with other parts of the business.
- Comply with internal Health and Safety policies and procedures
- The ability and maturity to work in a highly dynamic and pressured environment.
- This position may require overtime, weekend, holiday and/or non-standard working hours.

*The preceding functions have been provided as examples of the type of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

**ZODIAC SEATS CALIFORNIA LLC EXPECTATIONS** In direct relation to the duties and responsibilities listed above:

- Work effectively and communicate with all disciplines within the division
- Effectively meet all departmental and company goals in a timely manner.
- Communications between departments are maintained.
- Personal Ownership, Responsibility and Accountability

### **SUPERVISORY RESPONSIBILITIES**

The quality Auditor may be required to supervise others on special audits or assignments.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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

### **EDUCATION and/or EXPERIENCE**

- 5 or more years of prior experience as a Quality Auditor
- 5 or more years in experience in Aerospace.
- Experienced in ISO9001/2008 and AS9100, Lean/Kaizen, TQM and Use of Six Sigma tools.
- Must be an excellent team player.
- Articulate in communication and tactful in dealing with people
- CQA (Certified Quality Auditor certificate Required)
- Ability to train company personnel (teaching or training experience)
- People Management Skills
- Ability to work well under pressure.
- BS Degree in Quality or Technical discipline or any combination of education and practical business experience providing required skills and knowledge for successful performance is acceptable.

### **LANGUAGE SKILLS**

Read write and communicate in English (Bi-lingual is desirable)

### **MATHEMATICAL SKILLS**

The Quality Auditor requires good math skills including statistical data analysis.

### **REASONING ABILITY**

This position requires the ability to resolve common and practical issues as needed using established best practice methods which will include utilizing proper available resource.

## **CERTIFICATES, LISENCE, REGISTRATIONS**

ASQ, CQA Certificate required or equivalent certificate.

## **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; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand. And/or move. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasional may require to lift/handle boxes up to 25lbs.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low. General office environment.