

## **Zodiac Seats California LLC**

### **Job Description**

**Job Title:** Supplier Quality Engineer  
**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 Supplier Quality Engineer will work closely with Supply Chain Management, Program Management, Engineering and Quality Assurance Manager to assist in developing the supply base; as well as ensure that defined quality requirements are understood, properly documented, flowed down and implemented at the supplier.

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

- Hold a high degree of knowledge, at a Technical level, of all manufacturing processes within the aircraft seating business sector.
- Evaluate and help supplier improve processes as required by ISO 9001/2008 and AS9100 Rev. C.
- Task/Project Management experience and the ability to successfully close out time dependant projects.
- Responsible for supplier and process improvement and its effectiveness.
- Corrective Action ownership and maintenance, supplier quality.
- Analysis of quality data and reporting trends on a daily/weekly basis as required for supplier performance
- Reporting of Quality metrics in easily understood chart form in regards to Supplier Quality.
- Work with Program Managers, Engineers, and Purchasing and Support staff to resolve Supplier Quality issues.
- Understanding of measurement principles and practices as they relate to aircraft seating fabrication and assembly. Experienced at FAI and AS9102 requirements
- 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 Supplier Quality Engineer will require having a comprehensive level of computer literacy in order to handle the high demand for procedural documentation, reporting and analysis.
- A portfolio of expertise conducive to introducing and managing Best in Class practices.
- The Supplier Quality Engineer will be expected to interface with the vendors/suppliers on a regular basis and therefore a high level of maturity and political awareness must be demonstrated.
- Comply with internal Health and Safety policies and procedures
- The ability and maturity to work in a highly dynamic and pressured environment.
- Ability to travel to supplier locations as required.
- Priorities will be set by the Supply Chain Manager.
- 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 Supplier Quality Engineer may be required to supervise others on special projects or assignments.

### **QUALIFICATIONS**

- Excellent interpersonal management skills. (Required)
- Excellent communication skills. (Required)
- Willing to learn and accept new ideas
- Ability to work under pressure.
- Ability to meet time lines.
- Aggressive in dealing with tough issues without alienating others
- Excellent computer skills, strong MS office suite experience

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

- 5 or more years of prior experience as a Supplier Quality Engineer
- 5 or more years in experience in Aerospace Seating or airframe manufacturing is desirable.
- 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 (Required)
- CQE (Certified Quality Engineer certificate desirable)
- Ability to train company personnel (teaching or training experience)
- People Management Skills
- Ability to work well under pressure.
- BS Degree in Mechanical Eng., 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 skills are desirable)

### **MATHEMATICAL SKILLS**

Excellent Shop math skills including trigonometric functions and statistical 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, CQE Certificate desirable

### **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 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 moderate can be high when working in manufacturing area.