



Job Title: **Quality Performance Improvement Leader**

Job Position Number: **QA2**

Posting Start Date: **12 / 16 / 2011**

Posting End Date: **12 / 16 / 2011**

Department: **Quality Assurance**

Location: **Kansas City**

Full/Part Time: **Full-Time**

Exempt/Non-exempt: **Non-Exempt**

Career Band: N/A

Recruiter: David Boss

Recruiter Phone: (816)243-1665

Recruiter's E-mail: [careers@smithelectric.com](mailto:careers@smithelectric.com)

**Position Summary** The position is responsible for creating and maintaining quality records and documents supporting ISO certification. Inputs quality data associated with incoming, in-process, and out-going products and maintains data collection systems. Responsible for driving corrective and preventive improvement initiatives throughout the organization.

### **Responsibilities:**

- Create, organize and maintain ISO, QMS and other requirements documentation using Excel, Word, Powerpoint, databases and other Microsoft products.
- Gather and input quality data associated with incoming, in-process, and outgoing products
- Access data and create presentations for management review, customer and internal reports as needed
- Enter RMA data and associated detailed records
- Interface with all manufacturing units to assist with gathering documentation of business practices and key performance indicators
- Maintain safety at the highest level
- Conduct and document internal audits, process, component and engineering change audits to assure compliance to documented processes and procedures
- Participate in problem-solving team meetings aimed at improving quality and reducing waste
- Perform other duties as assigned
- Master ISO document controller
- Assist in supplier quality issue resolution and field service quality support.

**Requirements:**

- Bachelor's degree or equivalent professional experience may be considered.
- Previous ISO/TS/QS experience, assisting with the implementation of requirements, is desired
- Proficiency in MS Office products, specifically Excel and Word, ability to develop form, charts, graphs is required
- Excellent communication skills including proficiency in English grammar and spelling is required
- Good interpersonal skills and ability to lead others effectively
- Self motivating - must have the ability to work with minimal guidance & supervision
- Must be genuinely interested in manufacturing quality
- Must be enthusiastic and have the ability to learn new skills
- Effective skills in team-building, facilitation and project documentation is required.

**Additional Desired Attributes:**

- Advanced degree
- Automotive experience
- Access proficiency
- ASQ certification
- Vendor and customer relations experience
- Familiarity with performance improvement models of excellence

Interested applicants should submit an internal job application and resume with their qualifications in writing to Dave Boss - [david.boss@smithelectric.com](mailto:david.boss@smithelectric.com)

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