

## Job Description

Job Title:	Supplier Quality Engineer
Job Summary:	The SQE is a manufacturing, supply chain and logistics specialist who plays a central role in assessing supplier quality and ensuring that products received are free of defects.
Wage Category:	SQE I, II, III
Department:	Quality
Reporting to:	Quality Manager
FLSA Status:	Exempt (Fair Labor Standards Act)

### Responsibilities of essential functions include:

1. Effectively communicate quality requirements to suppliers and internally act as the main point of contact with suppliers regarding quality issues
2. Review non-conforming products as a member of Material Review Board
3. Promote the use of quality tools and continuous improvement techniques internally to reduce variability, achieve process control and improve the overall quality of processes, systems and product(s)/materials
4. Develop positive relationships and effective lines of communication with suppliers (partnership-oriented)
5. Train suppliers to effectively implement and execute Supplier Corrective and Preventive Actions (SCAPA), Supplier Notification, change controls and root cause analysis
6. Prepare supplier audit schedule and conduct supplier quality system audit to ensure that supplier quality system/processes are compliant to agreed requirements and any applicable regulatory requirements
7. Collect, report, analyze and trend supplier quality data and performance metrics to create supplier ratings
8. Maintain supplier files including the Approved Vendor List, Quality Agreements, Quality Management System Certificates, Quality Surveys, Supplier Questionnaire, list of validation for different processes, Supplier Audit Schedule and Reports, Supplier Performance Assessment, etc
9. Recommend suppliers for qualification and/or disqualification based on overall quality performance
10. Evaluate supplier processes and collaborate with suppliers on process improvement
11. Ensure effective internal & external communication with Engineering, Operations, Quality, Regulatory and Procurement to identify opportunities for quality & productivity improvements and to ensure that suppliers are compliant to applicable regulation
12. Track status of any open SCAPA, supplier quality issue, supplier notification and communicate with supplier to work effectively to close out any open quality issue in timely fashion
13. Communicate with suppliers regularly to address any concerns and foster an environment that facilitates continual improvement in working relationship
14. Provide training in an effective manner

### Responsibilities of non-essential functions include:

1. Inspect incoming materials and finished goods to technical drawings or product specifications by performing dimensional measurements, function tests and pattern assessments
2. Act as backup to Quality Manager
3. Maintain commitment to Quality Goals and Quality Policy

