

## Description

The Quality Manager is responsible for the development, maintenance, and improvement of all quality systems to ensure Intellitec meets and exceeds our customers' expectations. This includes the evaluation of existing quality and manufacturing processes, addressing internal and external corrective actions, continuous improvement, and compliance with our QMS and ISO 9001:2015 certification.

- Ensure compliance with the customer specific requirements, quality policy, company standards, regulatory and external standards.
- Process control including database, records, and continuous improvement.
- Perform root cause analysis and implement corrective actions.
- Lead corrective action teams using problem solving tools (such as 8-D, 5 Why, Fishbone, etc.) for customer, supplier, and internal concerns.
- Develop and implement manufacturing procedures, tooling and fixtures that result in enough capacity to meet customer demand while improving product quality, process efficiency and operator safety utilizing lean manufacturing tools.
- Provide production line support including, but not limited to, implementing process improvements, troubleshooting equipment, and addressing operator inquiries.
- Provide and interpret for management, accurate and timely reports on quality-based operations in the plant.
- Establishes internal inspection and testing procedures.
- Leads the development of quality targets, goals, and objectives.
- Communicates quality issues to various stakeholders throughout the organization, as well as serving as a central point of contact for addressing internal and external quality concerns.
- Leads and participates in Kaizen events.
- Other duties as assigned.

### Work Experience & Education Requirements

- Minimum three (3) years of manufacturing and quality experience in industrial manufacturing (electronics preferred).
- Knowledge of electronics, PCBA, and wire harness manufacturing
- Strong organizational, analytical and communication skills.
- Lean manufacturing experience.
- Proven track record of scheduling and organizational skills to complete assigned functions.
- Proficient at reading, analyzing and interpreting customer drawings, specifications, procedures, and standards.
- Proficient with computer systems, ERP software, Microsoft Word, Excel, Power Point and Access.
- Ability to interact effectively with all levels of internal and external organization.
- Must be able to manage multiple projects and manage established deadlines.
- B.S. in Engineering or equivalent work experience.

### Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance