

axiom

Job Role Definition for
Quality Engineer

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Name:			
Job Title:	Quality Engineer		
Department/Section: Quality	Reports to:	Quality Manager	
	Date approved:	August 2024	

Main Purpose of Role

To work under the direct command, management & tutorage of the senior Quality Engineer. Working to ensure the quality assurance of manufactured product within Axiom manufacturing services, utilising process control and continuous improvement through best practise tools and techniques, using IPC Standards as a guideline to electronic manufacturing assembly.

To support key functions of the Quality department (FAIR's, CAPA's, FMEA's, Control plans etc.)

Outcomes of Role

- Satisfied internal and external customers.
- 100% Data reconciliation with customers (PPM & OTDIF) each month
- Customer corrective actions to be closed within 7 working days of concern
- Generation and distribution of FAIR's to AS9102 standard based on customer requirements
- Generation of process FMEA's and control plans across all manufacturing processes and product specific FMEA / Control Plan's when requested by the customer.
- Control of the material quarantine store (Monthly reconciliation)
- Compliance with ESD Standard BS EN 61340
- Compliance with MSD Standard IPC/JEDEC J-STD-033

Reporting Structure

Reporting to:



Job Scope

<p>Responsibilities</p> <ul style="list-style-type: none"> • Issue PPM and OTDIF reports to assigned customers and reconcile results (Monthly) • Review and closure of customer complaints (Within 7 working days of receipt) • Customer quality contact for designated customers • Support for supplier CAPA's & FVR's • ESD audits and process control to ensure compliance to BS EN 61340 • MSD audits and process control to ensure compliance to IPC/JEDEC J-STD-033 • Daily humidity & temperature data recording • Support for supplier CAPA's & FVR's • Quarantine store control monthly report • Generation and distribution of FAIR's to AS9102 standard based on customer requirements • Conduct BMS audits in line with the BMS audit schedule. • Ensure continuous improvement through QOS data analysis, whiteboards and department action plans. • Review and update process FMEA's and control plans within a cross functional team • Quality representative during NPI process (RFQ and Handover) ensuring customer requirements are documented. • Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care. • Any other duties deemed necessary
<p>Authority Levels</p> <ul style="list-style-type: none"> • To be agreed with your Line Manager

Person Specification

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Skills (include professional or educational qualifications required)	
<ul style="list-style-type: none"> • Must be computer literate • Working in teams 	<ul style="list-style-type: none"> • IPC/JEDEC J-STD-033 • IPC IPC-610 • IPC/7711 / 7721
Knowledge	
<ul style="list-style-type: none"> • Fast paced manufacturing background 	

Competencies

Leading and Deciding
<ul style="list-style-type: none"> • Takes initiative, acts with confidence and works under own direction. • Motivates and empowers others. • Makes prompt, clear decisions which may involve tough choices or considered risks.
Supporting and Cooperating
<ul style="list-style-type: none"> • Listens, consults others and communicates proactively. • Demonstrates integrity. • Demonstrates an interest in and understanding of others • Upholds ethics and values. • Demonstrates integrity.
Interacting and Presenting
<ul style="list-style-type: none"> • Establishes good relationships with customers and staff. • Relates well to people at all levels. • Gains clear agreement and commitment from others by persuading, convincing and negotiating. • Expresses opinions, information and key points of an argument clearly. • Projects credibility. • Can communicate clearly & precisely both visually & verbally
Analysing and Interpreting
<ul style="list-style-type: none"> • Applies specialist and detailed technical expertise. • Develops job knowledge and expertise through continual professional development. • Shares expertise and knowledge with others. • Uses technology to achieve work objectives • Demonstrates an understanding of different organisational departments and functions. • Probes for further information or greater understanding of a problem. • Produces workable solutions to a range of problems. • Demonstrates an understanding of how one issue may be part of a much larger system
Creating and Conceptualising
<ul style="list-style-type: none"> • Gathers comprehensive information to support decision making. • Seeks opportunities for organisational improvements • Encourages and organisational learning approach (i.e., Learns from successes and failures and seeks staff and customer feedback). • Produces a range of solutions to problems. • Devises effective change initiative.

Organising and Executing

- Manages time effectively.
- Focuses on customer needs and satisfaction.
- Sets high standards for quality and quantity
- Works in systematic, methodical and orderly way
- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures & Policies
- Complies with legal obligations, safety requirements & security requirements of the role
- Consistently achieves project goals
- Monitors and maintains quality and productivity

Adapting and Coping

- Adapts to changing circumstances
- Works productively in a high pressure environment.
- Keeps emotions under control during difficult situations

Enterprising and Performing

- Works hard and puts in longer hours when it is necessary.
- Keeps up to date with competitor information and market trends.

HR Manager Name: _____

HR Manager Signature: _____

Date: _____

Job Holder Name: _____

Job Holder Signature: _____

Date: _____