


## Job Specification

<b>Position</b>	Quality Engineer
<b>Reporting to</b>	Quality and Standards Manager
<b>Purpose of Role</b>	<p>This position requires the applicant to support Brigade's positive approach to managing and enhancing Brigades products, processes &amp; supplier manufacturing quality.</p> <p>The position holder will be involved in activities to improve the company's Management System and lead the implementation of product changes and quality issue resolution.</p> <p>Apply automotive quality tools, processes and working practices to ensure Brigade and its diverse customers' product quality expectations are met and continually improved.</p> <p>This role will require a candidate with a proactive approach to support Brigade's business ideals and customer relations while enhancing the Engineering teams and Brigade's efficiency.</p> <p>The base for this position will be at Brigade HQ and may require occasional travel to support local manufacturing partners.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Identify &amp; implement the resolution of quality issues (product &amp; service related).</li> <li>Responsible for drawing updates (to aid prompt QI resolution).</li> <li>Responsible for management &amp; implementation of product upgrades and changes (ECR/ECN) as needed.</li> <li>Responsible for managing quality metric statistics to ensure supplier quality performances are in line with Brigade standards, as well as ensure Brigade quality processes are efficient.</li> <li>Monitoring product compliance to declared standards &amp; directives and outlook of future relevant standards and legislation.</li> <li>Support PD team in the Development and execution of DVP&amp;R in line with applicable standards, directives &amp; legislation.</li> <li>Inspection liaison &amp; management at suppliers and goods in.</li> <li>Conduct internal audits.</li> <li>Implementation of corrective &amp; preventive actions to maintain and improve company's Management System.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Technical goods inbound inspection (at peak times, holiday/absence cover).</li> <li>• Warranty and returns management (at peak times, holiday/absence cover).</li> <li>• Technical support &amp; technical helpline support.</li> </ul>
<b>Key Tasks, but not limited to</b>	<ul style="list-style-type: none"> <li>• Reduction of Quality Issues and prompt resolution.</li> <li>• Reduction of customer returned products and customer complaints.</li> <li>• Efficient implementation of product changes/improvements through Brigade ECR/ECN process.</li> <li>• Timely completion of internal audits, management, follow up of findings and support QM in the implementation of robust corrective and preventive actions.</li> </ul>

## Person Specification

Essential	Desirable
<p><b>Education and Training</b></p> <ol style="list-style-type: none"> <li>1. HNC/HND in Engineering discipline or similar.</li> <li>2. Qualified internal auditor</li> <li>3. High level of numeracy and literacy</li> <li>4. Above average computer literacy</li> </ol>	<p>BEng / BSc in an Engineering discipline. Qualified lead internal auditor.</p>
<p><b>Experience and Skills</b></p> <ol style="list-style-type: none"> <li>1. Minimum 3 years practical experience within a Quality Engineering and or Manufacturing position.</li> <li>2. Knowledge of ISO 9001:2015 and/or IATF 16949.</li> <li>3. Experience of automotive design and manufacturing quality standard and working practices.</li> <li>4. Genuine interest in quality and process improvement.</li> <li>5. Attention to detail is critical.</li> <li>6. Able to demonstrate strong co-ordination skills.</li> <li>7. Computer application skills: Microsoft Outlook, Excel, Word &amp; PowerPoint.</li> </ol>	<p>2 years practical experience within an Automotive Tier 1 quality engineering position. Knowledge of ISO 14001 and/or ISO 27001. 1 years or more internal audit experience. Experience of working with electronics parts/components. Worked with Far East Manufacturing Partners. AutoCAD 2D drawing</p>
<p><b>Personality and Motivation</b></p> <ol style="list-style-type: none"> <li>1. Self-motivated and takes full responsibility for the quality of own work.</li> <li>2. Flexible and able to multi-task.</li> <li>3. Resourceful and able to provide technical support.</li> <li>4. Practical aptitude with methodical approach to detail.</li> <li>5. Able to work to tight deadlines.</li> <li>6. Eager to learn and develop with the company.</li> <li>7. Natural respect for company and colleagues.</li> </ol>	
<p><b>Interpersonal Skills</b></p> <ol style="list-style-type: none"> <li>1. High level of communication skills with the ability to communicate effectively with our Global supplier base, customers, management and colleagues alike.</li> </ol>	

<ol style="list-style-type: none"> <li>2. Helpful and approachable.</li> <li>3. Strong focus on delivering excellent customer service.</li> <li>4. Active participation in team meetings, training courses and workshops as required.</li> <li>5. Close links with staff will need to be developed and maintained in order that corporate objectives are met.</li> <li>6. Ensure that an excellent customer &amp; supplier relationship are established and maintained with all clients.</li> </ol>	
<p><b>Communication &amp; language skills</b></p> <ol style="list-style-type: none"> <li>1. Teamworking, co-ordination and co-operation with all colleagues.</li> <li>2. Direct communication with and support to customers, colleagues and suppliers.</li> </ol>	
<p><b>Other requirements</b></p> <ol style="list-style-type: none"> <li>1. Innate time management.</li> <li>2. Flexibility to work beyond normal business hours when required.</li> <li>3. Always required to present a positive and professional image.</li> </ol>	

Employee Signature: \_\_\_\_\_