



## **Supplier Quality Engineer III**

**EMPLOYMENT AGREEMENT:** Exempt

**ADVISOR:** Director of Global Quality

### **PRIMARY CHARACTERISTICS:**

- **Values:** Ensure that personal conduct is consistent with Servant Leadership. Looks for opportunities to model Reell's values in all business situations.
- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Teamwork:** Create a positive, energizing, and rewarding environment for all Coworkers. Work closely with other Reell facilities, functional leaders, and coworkers to achieve broader corporate goals. Contribute ideas, vision, energy, and passion.

### **KEY RESPONSIBILITIES:**

#### **Global Purchasing Support:**

- Collaborate with the Global Purchasing team to establish and manage objective quality criteria to support the:
  1. Supplier selection and approval process
  2. Supplier performance monitoring related to product quality
  3. Supplier contingency planning, disqualification, and exit strategies
  4. Supplier classification systems
- Support the Global Purchasing team in the new supplier onboarding process
- Develop and communicate quality related content for the Reell Supplier Quality Manual. This may include criteria for product, packaging, certificates of conformance/compliance, and environmental declarations.
- Manage the receipt and shipment of sample parts to/from suppliers, including samples of new/revised product and non-conforming product.

#### **Product Development Support:**

- Support Reell Engineering in the development of new products by providing the "voice of supply chain quality" in design review, verification, and validation activities.
- Review and approve supplier PPAP submissions. These may include Process Control Plans, Process Failure Mode and Effects Analysis (PFMEA), First Article Inspection Reports (FAIR), and Gauge Repeatability and Reproducibility (GR&R) studies.
- Communicate to suppliers the expectations for any Critical To Quality (CTQ) and/or other designated Special Characteristics for purchased materials.
- Communicate to suppliers any requirements for cosmetic and other subjective product criteria, and involve other Reell functions to help suppliers interpret and apply those criteria when needed.
- Collaborate with suppliers to identify opportunities to reduce cost/waste and communicate them to Reell Engineering for evaluation.

#### **Problem Response:**

- Initiate and coordinate the containment of suspect material at Reell, at the supplier, and in transit to ensure it is not introduced into the production stream.
- Issue SCARs (Supplier Corrective Action Reports) to suppliers and review them for satisfactory response to address the root cause(s) of discrepant material.
- Participate in the MRB (Material Review Board) to help determine disposition of discrepant purchased material.



### **Change Management:**

- Serve as a member of the CCB (Change Control Board) for approval of product ECOs (Engineering Change Orders).
- Review and approve supplier requests for product/process deviations and/or product/process changes, seeking feedback from appropriate Reell functions such as Engineering, Global Purchasing, Manufacturing, and Production/Operations.

### **Supplier Development:**

- Proactively engage strategic suppliers to develop strong working relationships with them, with the ultimate goal of improving their overall supplier performance metrics.
  - 1) This may include face-to-face visits at either the supplier's site or the Reell site, and/or "virtual" online team visits.
  - 2) This may include local visits in or near the Twin Cities metro area, or it may involve domestic or international air travel.
  - 3) This may involve traveling alone or with a Reell team.
- Participate in Continuous Improvement, Six Sigma, and problem-solving teams with suppliers.

### **Inspection and Measurement:**

- Evaluate and improve Reell receiving inspection sampling plans and processes for releasing purchased materials to production.
- Perform the appropriate measurement correlation studies to ensure alignment of inspection results when comparing data from the supplier's measurement system and Reell's measurement system.
- Collaborate with Reell Engineering to identify purchased product features/characteristics requiring inspection by the supplier and/or in the Reell receiving inspection process. Document and communicate those inspection features to stakeholders at the supplier and in the Reell receiving inspection department.

### **Supplier Compliance:**

- Develop and perform standardized supplier quality audits.
- Work with suppliers to develop, communicate, maintain, and improve material traceability requirements and processes.
- Ensure suppliers issue the appropriate declarations for compliance to regulatory requirements (for example, REACH, RoHS, California Proposition 65, Conflict Materials).
- Other activities as assigned by supervisor.

### **REQUIRED SKILLS:**

- Working knowledge of and experience with the APQP (Advanced Product Quality Planning) process, which includes PPAP (Production Part Approval Process) as defined by AIAG (Automotive Industry Action Group)
- Experience in PFMEA, Process Control Plans, and Measurement Systems Analysis, which includes Gauge Repeatability and Reproducibility (GR&R) studies.
- Working knowledge of any ISO9001-based Quality Management System, including ISO9001:2015, IATF16949:2016, AS9100D, or ISO13485:2016.
- Strong ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively quantify, summarize, and present non-conforming conditions relative to an established objective standard, specification, or expectation.
- Ability to communicate cross-functionally with teams and individuals at all levels of the Reell and supplier organizations.
- Experience with SPC and related software.
- Understanding of sampling plan methodologies.
- Detail-oriented and able to multi-task while prioritizing goals.
- Sincere self-motivation to solve problems, mitigate risk, and continually improve product and processes.
- Demonstrated ability to engage in constructive, professional, mutually-respectful debate with internal and external parties, citing measured/observational data, structured logic, specific requirements/criteria, and verifiable information.



### **EDUCATION AND WORK EXPERIENCE REQUIREMENTS:**

- Four Year technical or business degree.
- Minimum 5 years as a salaried professional in Quality Assurance or Engineering role in a manufacturing organization.

### **PREFERRED REQUIREMENTS:**

- Bachelor's or higher degree in an Engineering discipline.
- ASQ (American Society for Quality) certification, with special consideration for CQE, Six Sigma, or CSQP, as evidenced by certification number in your resume. Recently expired certifications will be considered.

### **OTHER REQUIREMENTS:**

- Ability to travel up to 15% of the time, approximately half of which may include international air travel (a passport or the ability to obtain a passport is required).

### **PHYSICAL REQUIREMENTS:**

- May be required to lift up to 40 pounds or sit or stand for longer periods of time.