### ANCA POSITION DESCRIPTION

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| --- | --- | --- | --- | --- |
| **Position Title** | QA Engineer | | | |
| **Incumbent** |  |  | **Signature** |  |
| **Date** |  |  | | |
| **Business Unit** | AMT Thailand | | | |
| **Location** | Thailand |  | **Manager** | Rattapoom Jirakajorn |
| **Reports to** | Quality Manager |  |  | |
|  |  |  | (Signature of immediate Manager) | |

**SECTION 1 - POSITION SUMMARY (ตำแหน่งงาน)**

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| *Insert brief statement outlining the aims of the position. (*ระบุภาพรวมและจุดมุ่งหมายของตำแหน่งงาน)  Plans and directs activities concerned with development and improvement of quality for materials, processes and products |

**SECTION 2 – KEY RESPONSIBILITIES (หน้าที่และความรับผิดชอบหลัก)**

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| *Insert key responsibilities that this role will be measured upon*  **Quality Assurance**   * Conduct & facilitate for root cause analysis and implementation of containment actions, corrective actions,   Preventive action on product and process related quality concerns.   * Manage non-conforming process to ensure correctly conducting thru final disposal stage. * Analyse the quality information to prioritize the key area to improvement. * Review in measuring and testing process which concerns to product or process quality and reliability. * Prepare and conduct training programs on quality assurance activities. * Establish and facilitate quality feedback sessions to improve product quality. * Participates in the process of continuous improvement by providing concise, complete and accurate and quality reports on a timely basis. * Conduct quality validation and quality risks addressing for new/transition products.     **Supplier Quality**  • Ensure timely investigation of supplier quality failure, corrective actions and preventive actions and following up.  • Preparation of supplier quality performance reports for management review.  • Support QC Incoming to develop and implement test and inspection processes for incoming materials, including all necessary validation and qualification activities.  **Quality Audits**   * Conduct auditing, including closing out audits findings and create reports to determine proper corrective and preventative actions. * Following up on all corrective actions and effectiveness.   **Quality Systems**   * Participate in cross-functional teams at various levels of the development cycle as the quality systems representative. Work independently and with project team members to develop quality process including quality plans, manufacturing and inspection documentation, test methods, and Device History Records.   **Reporting**   * Compile all the relevant data and create weekly/monthly reports. * Monitor and manage the quality and operational KPIs. * Conduct and report field quality analysis.   **Health & Safety**   * Actively promote a risk elimination/mitigation culture and encourage the reporting and investigation of incidents to ensure the operator health and safety is paramount at all times. * With support manage return to work programs and injured employees who are off for periods of time. |

**SECTION 3 – DIMENSIONS OF ROLE (ขอบเขตของการทำงาน)**

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|  | **CURRENT DATA** |
| **Number of people reporting directly to you:**  **จำนวนพนักงานใต้บังคับบัญชาโดยตรง** | None |
| **Total number of employees (จำนวนพนักงานทั้งหมด)** |  |
| **Number of sites supported (if applicable)**  **จำนวนโรงงานสนับสนุน** | AMT Thailand |
| **Authority (ผู้มีอำนาจ)** | Per published ANCA Authority Matrix |
| **Other direct costs under your control:**  **ค่าใช้จ่ายอื่นๆที่อยู่ในการควบคุมโดยตรง** |  |
| **Other relevant information**  **ข้อมูลอื่นๆที่เกี่ยวข้อง** |  |
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**SECTION 4 – KEY WORKING RELATIONSHIPS**

**(ความสัมพันธ์ในการทำงาน)**

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| **MOST FREQUENT CONTACT**  **(Internal)**  **การติดต่อประสานงานหลักภายใน** | **MOST FREQUENT CONTACT**  **(External)**  **การติดต่อประสานงานหลักภายนอก** |
| Manufacturing | Customers |
| Manufacturing Engineering | Suppliers |
| Supply Chain |  |
| Current Product Engineering |  |
| Finance |  |
| After Sales & Branches |  |

**SECTION 5 – QUALIFICATIONS and experience requirements (คุณสมบัติและประสบการณ์การทำงาน)**

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| **QUALIFICATIONS:**  (คุณสมบัติ) | |
| **Essential:**  **คุณสมบัติที่จำเป็น**   * Bachelor degree or higher in related engineering * Diploma degree in related engineering with machine tools experience | **Desirable:**  **คุณสมบัติพิเศษ**   * Accredited quality or system auditor |
| **EXPERIENCE:**  ประสบการณ์ทำงาน | |
| **Essential:**  **ประสบการทำงานที่จำเป็น**   * At least 5 years experiences in manufacturing environment * At least 5 years experiences in quality function * Solid proven records of quality problem solving * Quality management system experiences eg. ISO9001, IATF16949 | **Desirable:**  **ประสบการณ์ทำงานพิเศษ**   * Project management experiences * Lean manufacturing experiences * Six sigma experiences * ERP experiences |
| **PREFERRED PERSONAL ATTRIBUTES OR COMPETENCIES:**  **คุณสมบัติหรือทักษะความสามารถที่ต้องการ**   * Highly established and proven skills in quality systems and processes in a manufacturing environment * Fully literate in report writing and administration of quality system programs and resources * A working knowledge of mechanical or mechatronic systems * Working experience in machine tools or machinery industry are advantage * Demonstrates analytical competency in fault finding, decision making and issue resolution * Demonstrated verbal and written communication skills in English * Demonstrated PC Skills (Excel, Word and Power point) * Demonstrates a strong performance measurement focus for analysis and continuous improvement * Able to meet deadlines plan and organise work priorities * Demonstrated cost awareness and waste management * Able to work from their own initiative and under limit support * Proven flexible and “Can do” attitude * Clear understanding and interpretation of technical drawings and specifications * Proven experience and knowledge in statistical process control | |