

Job Description

Job Title: Quality Supervisor

Location: 2068 Piper Lane / 290 Sovereign Road

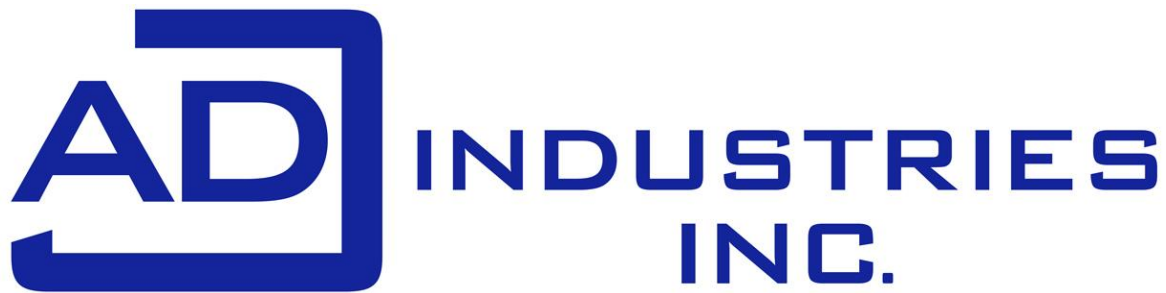
Reports to: Plant Manager

Position Overview:

The Quality Supervisor reports to the Plant Manager and is responsible for administration of ADJ's Quality Management System (QMS) compliance. Responsibilities include overseeing quality policies, procedures, processes, programs, and practices, to assure the company of continuous conformance with appropriate standards and regulations.

Responsibilities and Accountabilities:

- Interpret Customer drawings (including geometric tolerances) and technical information packages.
- Prepare and update as required applicable supporting documents including Process Flow Diagrams, Process Failure Modes and Affects Analysis (PFMEA), and Control Plans.
- Prepare and submit SPAP and first article packages as per customer or internal requirements.
- Prepares and submits customer inspection packages (GD FPI and SI packages).
- Participates in Root Cause analysis and Corrective/Preventative action activities when required.
- Initiate Supplier Corrective Actions or NCR's as required and follow-up with suppliers.
- Promoting quality achievement and performance improvement throughout the organization.
- Develop, implement, communicate and maintain a quality plan to bring the Company's Quality Systems and Policies into compliance with quality system requirements.
- Effectively interact with Production / Purchasing / Engineering teams to address any quality issues.
- Ensuring compliance with national and international standards and legislation specifically ISO 9001, CWB, AWS, to maintain certifications.
- Establishing clearly defined quality methods for staff to apply.
- Defining quality procedures in conjunction with operating staff.
- Setting up and maintaining controls and documentation procedures.
- Liaising with customers' auditors and ensuring the execution of corrective action and compliance with customers' specifications.
- Establishing standards of service for customers or clients.
- Organize, supervise and manage quality assurance function and oversee quality lab in two locations, directing CMM/QA Technicians, and Inspectors to support business goals.
- Identifying relevant quality-related training needs for production staff.
- Bringing together staff of different disciplines and driving the group to plan, formulate and agree comprehensive quality procedures.



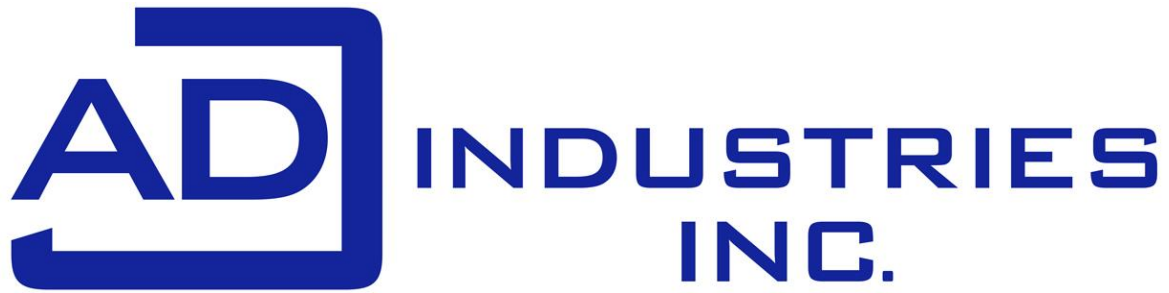
- Manage and maintain the Company's quality inspection and product release programs for incoming and in-process materials and components, processes and finished goods.
- Manage gage control program for company owned and employee owned inspection devices.

Administration

- Responsible for employee relations which includes, but is not limited to, hiring, work direction, mentoring, coaching, disciplining and the identification of training needs for employees.
- Manage and mentor employees. This includes setting performance targets and establishing goals each year with employees and conducting performance reviews as required by company policy.
- Ensure site compliance to all labour, human rights, safety, and environmental regulations.
- Ensures that all employees are suitably trained/qualified/licensed for the various tasks and jobs they must complete.
- Responsible for reporting any personal workplace injuries to the HR Manager immediately and completing accident reports for injuries reported by your direct reports as per ADJ's Accident Reporting policy.
- Responsible for addressing safety concerns and hazards raised by direct reports with the support of the HR Manager.
- Maintains an acceptable level of performance by following established policies and procedures, and participating in continuous improvement efforts by supporting and implementing new ideas.
- Sets a positive example by maintaining a respective attitude and working professionally with subordinates, co-workers, management and internal and external customers.
- Is a productive team member and helps to meet established departmental and company goals.
- Wears appropriate personal protective equipment at all times when required.
- Reports to work for regularly scheduled shifts on time and ready to work and is available for situations requiring assistance outside of your regularly schedule shift.
- Follow all company policies and health and safety procedures.
- Effectively gives and receives feedback and willingly asks questions and seeks direction when needed.
- Willingly accepts responsibility of sharing skills and knowledge with other employees.
- Perform all other duties as may be assigned from time to time.

Qualifications:

- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32.
- Diploma or Degree in Quality Assurance Management or Manufacturing Technology (or equivalent).
- Must be knowledgeable in APQP, GD&T, PPAP, & PFMEA documentation and processes.
- Minimum 4 years of direct work experience with QA systems, regulations, guidelines, and associated standards the Quality Management field.



- Minimum 2 years in a leadership role.
- Strong knowledge of quality standards, i.e. ISO standards.
- Experience in machining/fabrication & welding would be an asset
- Strong follow up, organization and prioritization skills and excellent attention to detail.
- Strong organizational and computer skills with knowledge of Microsoft Office Suite.

Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.

Interested applicants should forward their resume to hr@adjindustries.com.

Accommodation is available in all aspects of the recruitment process. If accommodation is required applicants should make this known in advance.

We thank all who apply however only those selected for an interview will be contacted

For more information please visit our website at www.adjindustries.com