



JOB DESCRIPTION

TITLE: Process & Quality Improvement Manager	EFFECTIVE DATE	DECEMBER 2017
	STATUS	APPROVED

1 JOB DETAILS:

Department	Operations	Reports to	Operations Director
Category	Direct		

2 JOB SCOPE: To support the Manufacturing Operations to ensure quality, minimum rejection rate, productivity and cost targets are achieved.

3 JOB DIMENSIONS: (For Management & Supervisory positions)

N/A

4 DUTIES & RESPONSIBILITIES: (not listed in any particular order)

Manufacturing Management

- To provide a stable and consistent process to support the manufacture of Exception’s product
- Take appropriate corrective actions to ensure that the process is working at its optimum
- Analyse process failures, recommend and follow up improvements that will ensure the failure is not repeated
- Actively develop processes to support the company’s future manufacturing requirements.
- Optimise the resources in order to optimise the process cost.
- Process performance should be expressed in terms of all of the process’s variables. These may include but not limited to, power, water and compressed air consumption, chemistry consumption and environmental impact.
- Actively promote adherence to established company procedures and a safe working environment
- Be familiar with any statutory regulation that the operation of the process must comply with
- Develop methods to test and prove the performance of the process, record supporting test data.
- Reduce waste disposal cost and maintain environmental aspects

Quality

- Measure the efficiency of the corrective actions and when appropriate adopt the correction action in similar situations. Update the operating procedure as appropriate.
- Promote the usage of quality tools like, 8D, 5Why, SPC, FMEA and Six Sigma.
- Measure the process capabilities and plan improvements with the process team

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Improvements

- Lead the regular process reviews and be in a position to demonstrate with hard evidence that the proposed improvement will provide the anticipated improvement.
- Assist in the smooth introduction of new equipment and process; this could include testing, trialling and capital justification.

This list is not exhaustive and in addition to these duties and responsibilities the employee is required to carry out any other reasonable duties that may be required from time to time

5 KPI'S

- OTIF
- Scrap

6 SKILLS & KNOWLEDGE:

Essential	<ul style="list-style-type: none">• Basic knowledge on quality tool, and preferably 6 Sigma tools.• Well-developed analytical skills• Have experience of process control techniques.• The ability to prioritise and optimise time and resources• The ability to work on their own initiative and when required be an effective team player• Good communication skills• IT literate• Knowledge of the PCB process fabrication
Preferred	<ul style="list-style-type: none">• Experience in a High tech PCB Environment• Management and communication skills

7 MINIMUM QUALIFICATIONS:

Essential	<ul style="list-style-type: none">• A formal technical education in a related engineering discipline or equivalent experience
Preferred	<ul style="list-style-type: none">• A period of time working in a processing or manufacturing environment operating and interacting directly with the process

8 ANY SPECIAL REQUIREMENTS:

Essential	<ul style="list-style-type: none">• A dynamic and flexible approach to problem solving• The ability to work with limited recourse in a pressured and demanding environment
Preferred	<ul style="list-style-type: none">• Be sensitive to the needs of our customer base and be commercially aware.• Ability to speak, read and write Mandarin

9 PHYSICAL DEMAND CATEGORY:

Sedentary Work

Light Duty

Lifting 20 pounds maximum with frequent lifting and / or carrying of objects weighing up to 10 pounds.

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- Medium Work**
Lifting 50 pounds maximum with frequent lifting and / or carrying of objects weighing up to 25 pounds.
- Heavy Work**
Lifting 100 pounds maximum with frequent lifting and / or carrying of objects weighing 50 pounds or more.
- Very Heavy Work**
Lifting objects in excess of 100 pounds with frequent lifting and / or carrying of objects weighing 50 pounds or more.

Required License / Certification:

Valid Driver's License

10 SPECIFIC ACTIONS REQUIRED:

WORK ENVIRONMENT:

In an eight hour day, this job may include:

This job may include:

<u>Standing/Walking</u>	<u>Sitting</u>	<u>Driving</u>	<u>Attribute (Condition)</u>	<u>Yes</u>	<u>No</u>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 1 - 4 Hrs	<input checked="" type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs	Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs	Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> > 8 Hrs	<input type="checkbox"/> > 8 Hrs	<input type="checkbox"/> > 8 Hrs	Height	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

11 REPETITIVE MOTIONS:

This job will include:

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

12 MANEUVERABILITY

This job will require:

<u>Movement</u>	<u>Frequent</u>	<u>Occasional</u>	<u>None</u>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13 AUTHORIZATION:

Name	Position	Signature	Date

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