

POSITION DESCRIPTION

CLEARFIELD, INC.

POSITION TITLE: Quality Assurance Specialist

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POSITION OBJECTIVE: Drives continuous improvement through the development and administration of the Clearfield's Quality Management System. Leads performance improvements and performance capability initiatives with suppliers. Facilitates cross functional problem-solving sessions to drive measurable improvements.

POSITION RESPONSIBILITIES:

1. Performs quality assurance work and projects aligned with the Clearfield Quality Management System to assure operational targets are met.
 - a. Develops solutions to a variety of complex problems of diverse scope and complexity where analysis of data requires evaluation of identifiable factors.
 - b. Participate in internal and external auditing activities as required to ensure ongoing compliance with regulatory and customer requirements.
 - c. Process vendor RMA requests and paperwork.
 - d. Review and disposition nonconforming material from in-process, ensure containment, input scrap data for reporting.
 - e. Supports quality metrics for regular business review meetings, both internally and externally, to ensure supplier performance meets Clearfield requirements.
 - f. Maintain ISO documents to ensure accuracy of documented processes.
 - g. Analyze customer and supplier data and make improvement recommendations.

2. Supplier Approval and Development
 - a. Lead the evaluation and approval of new suppliers
 - b. Works with potential new suppliers to obtain necessary documentation, develop audit schedules, and coordinate audits.
 - c. Assesses supplier capabilities through direct visits, technical discussions, directed testing and quality system audits.
 - d. Completes supplier audit summary; making recommendations based on audit findings.
 - e. Provides audit finding summary to Clearfield and the supplier. Identifies findings/observations and follows up with the supplier until resolved.
 - f. Supports supplier performance metrics, including coordination of supplier corrective actions.
 - g. Act as a resource for problem resolution throughout the company and related supply chains.

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3. Continuous improvement initiatives
 - a. Apply process knowledge to drive positive change and development.
 - b. Makes recommendations for improving processes and tracks overall results.
 - c. Reports on improvement metrics (e.g. test yields, OTD, order delays, CF, RMA, shipping, QA data for supplier QBR and management review)
 - d. Works with cross-functional teams to make improvements.
4. Performs other related duties as assigned.

POSITION REQUIREMENTS:

- Education with emphasis on quality assurance methodologies. Bachelor's degree in a related field preferred.
- 3 years' experience working in Quality Management System. Experience with ISO 9000:2015 preferred.
- Experience with supplier quality assurance programs
- Knowledge of cable production and assembly skills preferred
- Strong experienced with Microsoft Office platform
- Proven ability to work in a fast paced and high growth environment
- Excellent written and oral communication skills

July 2021