Technical Specialist - Process Quality

あなたの仕事内容

Daily Responsibilities

- Perform and support failure analysis; ensure accurate documentation in IDM and update rejection data.
- Verify OES EEPROM and ensure compliance with defined specifications. Participate in Red Bin meetings, analyze red bin data, and drive corrective actions.
- Conduct Shop Floor Gemba Walks to monitor process adherence and identify quality risks. Maintain and update testing master lists, Millipore testing results, and quality graphs. Participate in shift handover meetings and ensure quality continuity.
- Review and monitor PDIR and daily quality performance indicators. Communicate quality status, concerns, and feedback through SQM communication channels. Maintain and improve quality management systems and processes for products in production.
- Analyze daily quality data to drive process improvements and defect reduction. Prepare and maintain quality documentation, including procedures, work instructions, and reports.

Weekly Responsibilities

- Update and maintain Development Records & Quality Matrix. Prepare, review, and update Safe Launch Work Instructions (WI).
- Monitor and report Hold & Blocked Parts status. Prepare and validate Production Restart Documentation after quality issues or stoppages.

Monthly Responsibilities

- Drive and participate in Kaizen activities (minimum two per month). Conduct Layout Inspections and manage PPAP samples, including physical scrapping as required.
- Maintain and control NOK Master Samples. Prepare and submit SMIR reports.
- Conduct KPI discussions with QA Inspectors and shop floor teams.
- Review OPL status and training records. Support IFM / Safe Launch preparation and execution. Maintain Skill Matrix and training records for quality personnel.
- Manage Reflash Master Sample approval and physical scrap of obsolete samples.

あなたのプロフィール

- Bachelor's degree / Diploma in Mechanical, Manufacturing, Industrial Engineering, or related field.
- 2–5 years of experience in Quality Engineering / Manufacturing Quality (experience may vary based on role level).

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Technical Skills

- Strong understanding of engineering drawings, GD&T, and tolerances.
- Knowledge of inspection sampling methods, control plans, and quality standards.

Quality Systems & Tools

- Knowledge of QMS (ISO / IATF preferred). Experience in root cause analysis, corrective and preventive actions. Understanding of PPAP, Safe Launch, and customer-specific requirements.

Communication & Computer Skills

- Strong verbal and written communication skills. Ability to prepare reports, dashboards, and presentations. Proficient in MS Office (Excel, Word, Outlook) and digital quality systems.

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