

## POSITION DESCRIPTION

**Company Confidential**

### General

<b>Position Title:</b>	<b>Quality Manager – North America</b>	<b>Scope:</b>	Clear Edge-Tulsa, MN, MX
<b>Group:</b>	Clear Edge Filtration	<b>Division/PC:</b>	PTD
<b>Reports To:</b>	V.P. of Operations – North America	<b>Dept:</b>	Operations

### Job Summary

The Quality Manager serves a key function to manage projects related to quality and other business improvements, while driving and supporting continuous improvement efforts and ISO 9001 company-wide. This position is responsible to implement, coordinate and control the quality systems with a “hands on” focus on improvement of product quality within the Clear Edge global footprint. The position is based in our Tulsa operation where the majority of the work will be done and will be a dotted line report to Tulsa Plant Management.

### Essential Job Functions

- Responsible to identify areas and opportunities to improve our quality program to result in exceptional quality products to our customers.
- Continue the work that has been started to establish a quality system including Non-Conformance process, Supplier Corrective Action process, and Corrective Action process in Tulsa. This includes processes, work instructions, forms, tracking logs as needed to result in timely resolution of quality focused issues both internally and from suppliers.
- Manage Non-Conformances and Corrective Actions. Work with colleagues to determine root cause analysis and follow-up on evidence that the correction has been made and sustained. Lead follow-up meetings to hold the leadership teams in both locations accountable. This includes the Jira system in Tulsa.
- Develop and foster a culture of continuous improvement through all areas of the company.
- Work with Purchasing Managers to issue quarterly vendor scorecards.
- Partner with Lean Lead to create job standards for all roles within Tulsa.
- Communicate with vendors, sister companies, and external customers as required.
- Lead miscellaneous improvement projects as assigned, including business/facility integration.
- Proactively look for quality improvement opportunities.
- Provide support to other areas of the company to help meet the goals of the organization as required.
- Participate in candidate interviews and new hire on-boarding.
- Willingness to travel within NA and internationally.

### Qualifications

#### Education:

Undergraduate degree in an engineering related field.

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### Experience:

5+ years in a Quality function with Lean Manufacturing experience, Six Sigma

### Principal Behaviors:

Initiative – action or oriented, enthusiastic, seizes opportunities, fosters continuous improvement.

Hands On – active in the day to day activities on the manufacturing floor to understand issues and to drive change.

Team Player – puts together teams as needed, defines success in terms of the team, shares wins and successes, shares information to others.

Problem solver – can see hidden problems, thinks logically to find methods to solve difficult problems, and looks beyond the obvious to the root cause.

Ownership – takes responsibility, self-directed, rarely give up in the face of setbacks.

Leads and Drives Changes – understands how individuals and organizations responds to change. Understands and is able to address resistance to change and views change as a way of life. Communicates in ways that help people understand the scale and scope of change.

Safety – Demonstrates a passion for safety, cleanliness, and order. Holds employees accountable to work and act in a safe manner.

### For HR Use only

*The above description has been verified by me and is suitable to support selection, compensation and other employment purposes.*

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Human Resources

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Date

Job Code :24  
Job Grade: 24  
Work Hours: 40-45 hours a week

Job Title: Sr. Project Mgr. – North America  
FLSA: Salary  
EEO Code: Managerial