

JOB DESCRIPTION

Title: Project Engineer – Quality Management Systems (QMS)

- 1.0 REPORTS TO:** Principal
2.0 SUPERVISES: None
3.0 FTE: 1.0

4.0 POSITION SUMMARY: The Project Engineer-Quality Management Systems (QMS) will serve as Ignition’s primary resource for delivering advisory, auditing and training services on projects requiring the development, implementation, maintenance and continually improvement client’s quality assurance programs based on applicable international QMS and technical Standards. These Standards will include QMS standards like ISO 9001:2015 for general industry, IATF 16949:2016 for automotive industry, AS 9100:2016 (Rev D) for aerospace industry, ISO 13485:2016 for medical device industry; and Technical Standards like ISO/IEC 17025:2017 for testing and calibration laboratories and Nadcap for special processes.

5.0 RESPONSIBILITIES:

- Project planning responsibilities:
 - Assist Ignition’s business development function by providing inputs for proposal development and project costing activities for select Quality Management System (QMS) initiatives.
- Project execution responsibilities:
 - Perform QMS gap assessments at client site based on requirements of QMS standards like ISO 9001:2015 for general industry, IATF 16949:2016 for automotive industry, AS 9100:2016 (Rev D) for aerospace industry, ISO 13485:2016 for medical device industry; and Technical Standards like ISO/IEC 17025:2017 for testing and calibration laboratories and Nadcap for special processes.
 - Develop execution plans to address gaps identified in gap assessments
 - Facilitate client’s implementation of execution plans on-time and within budget. This will involve advising clients on key areas of the project including interpretation of requirements of the Standard and seeking inputs from Principal and applicable designated technical experts where required.
 - Perform internal audits at client site to verify conformity of post-implemented systems against requirements of applicable QMS/technical Standards; support client’s efforts to resolve internal audit findings on-time and within budget
 - Facilitate third-party audit and accreditation activities on behalf of clients. This includes coordinating audit scheduling, represent client during third-party audit activities and support client’s efforts in resolving third-party audit findings.
- Project management and reporting responsibilities:
 - Provide required updates at pre-determined frequencies to client and Ignition’s Principal on project progress using prescribed project management formats at critical phases of the project (i.e., kick-off meetings, biweekly Champion updates, monthly Steering Committee Reviews and project closing meetings).
 - Keep track of actual project hours spent versus budgeted hours on a daily basis. Proactively report potential variance in budgeted hours to Principal.

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6.0 MINIMUM COMPETENCE CRITERIA:

6.1 Minimum education:

- MS in Industrial Engineering, Systems Engineering, Mechanical Engineering, Management Information Systems (MIS) or any manufacturing-related subject matter.

6.2 Minimum experience:

- One year experience in the development, implementation, maintenance and continual improvement of Quality Management Systems (QMS) based on ISO 9001:2015 or equivalent Standards.

6.3 Minimum skills:

- Proficiency in the interpretation of ISO 9001:2015 QMS Standards
- Effective communication in the English language, including verbal, written and presentation skills
- Proficiency in MS Office applications, specifically Word, Excel & PowerPoint.

6.4 Other minimum requirements:

- Must possess valid driving license at employment start.

7.0 PERFORMANCE EVALUATION CRITERIA:

- On-time completion of projects within budget
- Adherence to project management policies
- Customer feedback

8.0 NON-ESSENTIAL, DESIRED ATTRIBUTES:

- ISO 9001:2015, IATF 16949:2016, AS 9100 Rev D, ISO 13485:2016 QMS Auditor/Lead Auditor certifications traceable to a nationally or internally accredited personnel certification body (Exemplar Global, International Registry for Certificated Auditors (IRCA), Probitas or International Automotive Oversight Body/IAOB)
- Third party QMS auditor experience
- Project Management Professional (PMP) certification from the Project Management Institute (PMI)
- Consulting/training/auditing experience with senior level management
- Any of the following certifications from the Institute of Internal Auditors (IIA)
 - Certified Internal Auditor (CIA)
 - Certification in Risk Management Assurance (CRMA)
 - Certification in Controlled Self Assessment (CCSA)
- Certified Six Sigma Black Belt from American Society of Quality (ASQ)

9.0 EQUAL EMPLOYMENT OPPORTUNITY:

Ignition Life Solutions, Inc. is an Equal Employment Opportunity employer. It is the policy of Ignition Life Solutions, Inc. to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In



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In addition, Ignition Life Solutions, Inc. will provide reasonable accommodations for qualified individuals with disabilities.

10.0 APPLICATION INSTRUCTIONS:

Individual candidates and employment agencies with access to candidates meeting minimum competence criteria for this position should send a resume directly to: sri@ignitionlifesolutions.com. This is a job position posting and not a job offer. Ignition Life Solutions, Inc. reserves the right to terminate hiring process for this position without notice.