

# KEILHAUER

Job Posting  
August 27, 2018

## Quality Engineer

\$51,000 annually + benefits

Keilhauer manufactures seating and tables for all the areas of the organization where there is an exchange of ideas. Keilhauer products are thoughtfully made to support communication and engagement in “Heads Up” spaces, such as meeting rooms, collaboration areas, lobbies and lunchrooms. Founded in 1981, Keilhauer is a privately owned, design focused contract furniture manufacturer. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards. This full time position includes 7-4 working hours, and full benefits in an environment that values fun, creativity and integrity.

### **Are you our next team member?**

The Quality Engineer will be responsible for inspecting components at various stages of development and production process. The Quality Engineer compiles and evaluates data to determine and maintain quality of components.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Support daily operations to provide immediate response to quality concerns and non-standard processes.
- Ensures containment and immediate counter measures are in place to “Protect” customer shipments.
- Initiates Problem Solving processes and mentors operation and purchasing teams through the documented process.
- Adheres to drawing database for referencing dimensional representation of parts and ensures the GD&T is updated as required.
- Provides monthly reports on rejected materials to ensure team focuses on top COPQ priorities.
- Supporting Purchasing team with technical support to assist suppliers in improving their manufacturing processes to meet manufacturing and customer needs.
- Approving incoming materials by confirming specifications with drawings and quality standard.
- Support manufacturing, purchasing teams with quality related issues and communicate non-conformances to the suppliers, as well as follow up on corrective actions.
- Developing, approving and auditing SOP’s, ensuring control and adherence within the manufacturing plant.
- Participates in continuous improvement and other lean initiatives initiated by the Plant Manager.
- Performs off-site quality inspections (your own vehicle/valid driver’s license and insurance a necessity).
- Performs any other reasonable assignments, as requested by Plant Manager.
- Maintains up to date knowledge of Keilhauer’s Quality Management System.

## APQP RESPONSIBILITIES

- Assisting in APQP (including PPAP) activities for quality to meet all customer requirements.
- Participates in sample sign-offs and Production first-offs.
- Supporting manufacturing team in process validations, process controls, process training programs, process improvements, risk management.
- Documenting control plans, PFMEA and Flow Charts.
- Developing, implementing inspection plans for new projects and updates current projects as necessary.

## QUALIFICATIONS

- 3 years of related quality control experience in a manufacturing environment.
- Completion of post-secondary education, preferably within mechanical engineering program.
- Ability to work with mathematical concepts probability and statistical inference.
- Ability to calculate percentages, ratios and proportions to practical situations.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to read and write routine reports and correspond effectively to vendors, management, engineers and purchasing team.
- Reasoning ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to use computer software: Microsoft Word Processing, Excel and Outlook

## COMPETENCIES & ATTRIBUTES

- Self-aware and treats people with dignity and respect
- Ability to work independently or with others with good rapport
- Understand the importance of Change Management, Leadership and Culture
- Understand the Voice of the Customer
- Must maintain confidentiality regarding employee and personal issues

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Occasionally, the employee is required to travel to other Keilhauer and vendor locations within the workday. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

## WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If this is you, send your resume to [careers@keilhauer.com](mailto:careers@keilhauer.com) or by fax to (416) 759-5723 and tell us how you would be a great fit.

Otherwise, tell a friend... They'll thank you for it!

1450 Birchmount Road Toronto ON M1P 2E3 Canada

We thank you for your interest, and advise that only those selected for further consideration will be contacted.