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# Example of Supplier Job Description

Our innovative and growing company is hiring for a supplier. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for supplier

* Supervise Quality Technician on reactive supplier quality efforts and manage associate hours, performance, and development
* Coordinate quality requirements between manufacturing and engineering to ensure proper launch of new products
* Establish and implement quality practices consistent with operations and customer requirements
* Perform Quality System and Process Audits / CGD Surveys at current suppliers including reporting audit/survey results, recommending improvements, and driving root cause and corrective action
* Drive 8D / 7-step corrective action efforts with global suppliers on major quality issues impacting SPT assembly and production
* Responsible for tracking and reporting of supplier quality metrics at a site and corporate level
* Drive improvement of supplier performance through a scorecard that measures quality, delivery, and cost
* Drive quality and productivity (team effectiveness and efficiency) improvements using FBS principles
* Assist in developing DFMEA and PFMEA for manufacturing processes and new products
* Supervise hourly Quality Team members when required

## Qualifications for supplier

* Completes paperwork and computer data entries as required by the task
* Develops presentations for and/or presents inventory reduction to other senior leaders
* Participates in regional strategic planning efforts and cross-functional leadership teams
* Supporting the SQ team in all areas
* Escalating issues that could adversely impact launch or current production activities
* Proficient in print reading and part measurement