



JOB DESCRIPTION

POSITION: OEM QA ENGINEER

DEPARTMENT: QUALITY ASSURANCE

DIVISION: OEM QA

SUPERVISOR: OEM QA MANAGER

CLASSIFICATION: FULL TIME

DATE: AUGUST 2025

General Purpose of Job: Reporting to the OEM QA Manager, this role supports the Quality Assurance department in driving excellence across manufacturing and engineering. The QA Engineer ensures compliance with quality standards, supports supplier development, and leads initiatives to deliver defect-free products that exceed customer expectations.

Essential Functions of Job:

- Maintain and audit quality records in compliance with ISO9001:2015 and internal policies.
- Oversee and create IQC processes and work with IQC Supervisor to ensure Quality Control.
- Collaborate with Purchasing and Development to qualify new suppliers and resolve quality issues.
- Conduct supplier audits and participate in critical supplier reviews.
- Willing and able to travel domestically and internationally for supplier visits
- Root Cause analysis of QC defects when necessary or requested by Customer

Support Responsibilities of Job:

- Production Support:
 - Troubleshoot manufacturing issues and implement process improvements.
 - Lead root cause analysis and corrective actions for scrap and production defects.
- Supplier Development:
 - Support PPAP documentation including control plans, measurement analysis and process flows.
 - Assist in APQP activities and updates to quality documentation (pFMEAs, Control Plans, VOPs).
- Cross-functional Collaboration:
 - Partner with Engineering, Marketing, and Supply Chain to define and communicate quality criteria for new parts.
 - Address internal and external customer complaints through structured corrective action processes.

Educational and/or Experience Requirements of Job:

- Bachelor's degree in Industrial, Manufacturing Engineering, or related field.
- Up to 6 months of relevant experience or training.
- Valid Oklahoma driver's license or equivalent.
- Proficiency in Microsoft Word, Excel, SharePoint, and Teams.

Preferred Qualifications:

- Knowledge of ISO9001:2015, TS16949 or IATF16949 standards
- Certified Quality Engineer or Certified Quality Auditor
- Proven ability to query and manipulate data using MS Excel, Access, SQL etc..
- Proven ability to write technical documents such as SOP, IOP, Control Plans, Specification Charts etc..



Physical Demands of Essential Functions:

This role requires frequent sitting, occasional standing and walking, and daily stair climbing. Must have close and color vision, depth perception, and focus adjustment. Strong communication, decision-making, and organizational skills are essential. Steel-toe boots may be required in certain areas.

Personal Demands of Essential Functions:

This person must have very good communication and delegation skills, and must be able to make independent decisions on a regular basis. This person must be very organized and thorough. This job requires close mental and visual attention.

Environmental Conditions of Job:

Job is such that the employee, if injured, would receive only minor cuts, bruises or burns. There is occasional exposure to noise, odor and other factors of minor disagreeableness. Will be required to wear steel toe boots at times.

Salary Level: TBD

Signatures: Jay Ralston:
General Manager

Tim Sizemore:
Department Director of QA
