

POSITION DESCRIPTION

Position title: Quality Assurance Engineer

Reports to: Business Operations Manager

Summary:

This position is responsible for AS9100D quality management system process and procedures, quality assurance inspection sign-off and audits. Also, involved in the production planning and execution of Avionics, Li-Ion Battery and Nano/Micro Satellites flight unit assembly and test

Responsibilities:

- AS9100D quality assurance processes and procedures with management input
- AS9100D Quality Assurance CARs, NCRs and Audits
- Production traveler development, review and quality sign-off
- Quality Assurance solder, wiring & enclosure flight unit inspection and sign-off
- Corrective action requests and non-conformance reports
- Flight Unit production planning and execution
- Use of Microsoft Nav ERP for production travelers, and ensure parts and materials ordered are adequate to manufacture and test flight units.
- Closely work with material procurement and accounting department using Microsoft Nav ERP to ensure on-time delivery of flight units to customers

Required Competencies:

Experience

- 5-10 years of experience in the following areas: production planning, quality assurance, material procurement, configuration management, and documentation control.

Technical Skills

- Highly computer literate (Microsoft Office, Sharepoint, Computer Networks, etc.)
- Microsoft Nav ERP or other ERP for procurement, inventory and production travelers
- Familiar with configuration management
- AS9100D QMS development and certification experience
- Ability to update and improve QMS policies and procedures
- Electronics parts and materials understanding for flight unit purchasing

Soft Skills

- Strong interpersonal skills and flexible to wear many hats within a small business.

Education

- Bachelors of Science degree in engineering, business information systems, etc.
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Desired Competencies:

Technical Skills

- Microsoft Office (Word, PPT, Excel, Access, Sharepoint)
- Microsoft Nav ERP and/or other ERP systems
- Computer Networks and Software
- Exposure to many aspects of engineering areas (design, test and production)

Certification

- AS9100D Quality Management System Auditing
- Project Management desirable
- Material Procurement, Inventory, and/or Configuration management training desirable

Personal Requirements

- Do you have an entrepreneurial spirit and desire to be part of an innovative team that designs and manufactures state-of-the-art avionics, power and nano/micro satellites. Put your skills to work and develop innovative products for Space launch vehicles and small satellites.

ITAR Requirements

To conform to U.S. Government space technology export regulations, applicant must be a U.S. citizen, lawful permanent resident of the U.S., protected individual as defined by ITAR (22 CFR §120.15) or eligible to obtain the required authorizations from the U.S. Department of State. Learn more about the ITAR [here](#).

SIL is committed to creating a diverse environment and is proud to be an equal opportunity employer. Each individual has the right to work in a professional environment that promotes equal employment opportunity and prohibits discriminatory practices, including harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The SIL Full time position offers challenge and growth with excellent salary and benefits package including comprehensive health insurance benefits and 401-K

Salary Range based on experience: \$90,000 to \$115,000

Resume and Letters of reference to: hr@spaceinformationlabs.com