

Position Description

The employee is expected to adhere to all Company policies, procedures, and regulations.

Manager to complete

Date: October 2022
Position Title: Quality Documentation Conformance I
Reports to: Head of Quality Assurance
Department: A220 Quality
Location: Mobile, Alabama
Division: Airbus Americas

HR to complete

Grade: _____
Position Code: _____
FLSA Status: Exempt
EEOC Classification: Professional
Siglum: AALBOAA

Position Summary: A Quality Documentation Conformance position has arisen within A220 Quality (AALBQ) in Mobile, AL.

We are looking for a candidate with technical knowledge to execute our documentation and serialization conformance processes, in order to manage and secure aircraft configuration.

You will facilitate and contribute to full adherence and respect of Aircraft Documentation conformity, in terms of paper and electronic configuration processes, in order to secure the required level of compliance to our Quality Management System (QMS). You will need to proceed with collecting, reviewing and validating data that you will record in our different systems.

You will provide support and expertise and take part in problem solving / process improvement when required.

The core purpose of the role is to secure Production Organization Approval (POA) and ensure compliance with our airworthiness obligations.

Primary Responsibilities:

- Responsible for classifying and storing Goods Receipt (GR) documentation.
- Facilitate and contribute to standardization and documentation process adherence, providing clear process and guidance.
- Coordinate containment, corrective and preventative actions with MFT function members.
- Application of Quality standards including approval of documentation / process.
- Accountable for Production and Quality certification Stamp management process and records.
- Follow program planning to release all documentation in order to secure manufacturing and flight activity (including serialization).
- Review and validate serialization in order to secure compliance and Aircraft configuration.
- Conduct audit / surveillance to identify and correct any discrepancies, and propose corrective actions if needed.

As Level I: Technical Knowledge

- Awareness and demonstration of problem solving mindset, and documentation process fundamentals.
- Capacity to create and maintain basic reports and KPIs.
- Operate within a business unit within the level of MFT.
- Focus on your own development and skills maturity.

Qualified Experience / Skills / Training

Education:

- Bachelor's degree in Aeronautical/Industrial Engineering or similar discipline is preferred, or equivalent documentation/configuration conformance management experience is required.

Experience:

- Required: Education or minimum 1 year experience in Manufacturing / Quality / Configuration Control / Planning preferred, and preferably with an international aerospace company in aircraft manufacturing.

Knowledge, Skills, Demonstrated Capabilities:

- Familiar with lean methodologies and processes.
- Knowledge of rules for aircraft design and manufacturing preferred.
- Strong and effective Practical Problem Solving skills (PPS), and ability to direct and facilitate PPS, and track progress to completion.
- KPI and Pareto understanding.
- Knowledge of FOD and product safety processes preferred.
- High degree of flexibility and initiative.
- Strong communication skills through all levels of the organization and functions.
- Strong presentation skills.
- Ability to independently develop, communicate, and recommend change to processes and procedures.

Licensure/Certifications:

- None

Communication Skills (Spoken, Written, Influencing, Proficiency in Other Languages):

- Effective verbal and written communication skills. Specifically, in English which is required operating in a multicultural and multifunctional environment.

Technical Systems Proficiency:

- Must be able to use Microsoft Office; Google Suite to high competency level.
- Knowledge on SAP, MES or other manufacturing operations systems/applications preferred.

Travel Required:

- Periods of infrequent travel. Up to 10% domestic and international.

Eligibility:

- Authorized to work in the US.

Clearance:

- None.

Decision Making, Complexity:

- Person will have decision making power within the guidelines and procedures linked to the listed responsibilities defined above.
- Person will have decision making power formally delegated to him/her from the Head of Quality Product Improvement.
- Person will have decision making power within the defined scope of SME (Subject Matter Expert) for which they can and may be nominated.

Organizational information:

Direct Reports: **Exempt:** 0
 Non-exempt: 0

Job Dimensions, Contributions to Success:

- Compliance of the Airbus QMS and its impact on the regulatory approvals which are given to Airbus by the Aviation Authorities.
- Improvement of customer satisfaction through improving the Quality of the Product/Process in front of the internal/external authorities.
- Through engagement and behaviors, drive people/teams to improve on current ways of working and standards to achieve excellence in manufacture/operations.
- Establish and deploy a high level of standard and process to be followed.

Nature of Contacts:

- Involved communication on a regular basis with internal and external parties.

Physical Requirements:

- Vision: adequate to enter and read material on computer screens. Able to identify individuals to initiate greetings, the giving of directions and other business interactions
- Hearing: able to hear sufficiently to engage in conversation in office settings; Able to hear safety alerts and warning signals.
- Speaking: able to engage in conversations in person and via electronic means and deliver information to groups of varying size with or without amplification.
- Equipment Operation: Able to operate a wide range of tools and equipment including hydraulic lifts and arms.
- Carrying: able to occasionally carry up to 20lbs/9kg while engaging in training, addressing production issues or as part of continuous improvement projects.
- Lifting: able to occasionally lift up to 30lbs/14kg.
- Pushing/Pulling: able to push/pull items in office areas and on the shop floor.
- Sitting: able to sit for extended periods of time at computer and in meetings.
- Squatting/Kneeling: able to occasionally squat or kneel to retrieve or replace items shelved on bottom shelves.
- Standing: able to stand for extended periods of time delivering information.
- Travel/Mobility: able to travel overseas and domestically sometimes for extended periods of time and on short notice.
- Walking: able to walk through office and production areas, around flight line and airstrips and sometimes on uneven indoor or outdoor surfaces other business interactions
- Space Limitations: Working on jigs at the fuselage at a height of 15 feet.

Equal Opportunity: Airbus is committed to creating a diverse environment and is proud to be an equal opportunity employer. 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. Airbus is also committed to compliance with all fair employment practices regarding citizenship and immigration status.

As a leader in our field, Airbus provides relocation assistance for qualified positions and a comprehensive compensation and benefits package.

As a matter of policy, Airbus does not sponsor visas for US positions unless specified. Only applicants with current work authorization will be considered.

Airbus does not offer tenured or guaranteed employment. Employment with Airbus is at will, meaning either the company or the employee can terminate the employment relationship at any time, with or without cause, with or without notice.

Position Description Approval

Department Approval:

Date:

HR Approval:

Date: