

# Quality Specialist

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Celestica (NYSE, TSX: CLS) is a US\$5.6 billion global leader in the delivery of end-to-end product lifecycle solutions. Our customers trust us to deliver the most advanced design, engineering and manufacturing expertise for their highly sophisticated and complex products. From advanced medical devices, to highly engineered aviation systems, to next-generation hardware solutions for the Cloud, at Celestica we manage the complexity for our customers and set the bar for quality and reliability in their markets. Our customer portfolio includes leaders in the enterprise computing, communications, aerospace and defence, industrial, smart energy, health tech and semiconductor markets. Headquartered in Toronto, our global network spans 13 countries with 26,000 employees throughout the Americas, Europe and Asia.

## Summary:

We are currently seeking a results-oriented Quality Specialist to be part of our manufacturing team in **Alburtis**, Pennsylvania (PA). The individual who fills this role will provide generation of quality reports, product assembly documentation, process documentation, and development and auditing of quality programs and systems.

## Detailed Description:

Incumbents apply in-depth knowledge in a specific area of specialization. Work is performed within established professional standards and practices. Works on problems of moderate scope where analysis of situations or data requires a review of identifiable factors and a considerable degree of judgment. Erroneous decisions or failure to achieve results may have a negative impact on the division's/department's operations, schedules, and/or performance goals. Works under minimum Supervision. Seeks approval from others on matters outside of job/role scope. Receives instruction on specific assignment objectives and possible solutions. Unusual problems are solved jointly with manager. Work is reviewed for application of sound technical judgment. May lead a work group or project team consisting of technical and support staff. Builds internal and external relationships, with emphasis on those that facilitate the achievement of job/role accountabilities, such as relationships with key suppliers, customers and internal service.

Performs tasks such as, but not limited to, the following: Leads development, implementation, maintenance and improvement of system(s) and processes that ensure the correct documentation/information/instructions are available for use and that changes are implemented in a timely manner. Works closely with users of these system(s) and processes to better understand their needs and drive improvement to enable users to be more effective and efficient at their functions. Ensures that system(s) and processes meet industry standards (e.g., ISO) and customer requirements while driving toward "world class" practices and standards. System(s) and processes may include, but are not limited to, the following:

- Standardizes internal documentation/information format and hierarchy
- Ensures that proper revision of internal documentation/information is accessible and utilized
- Ensures authorization of change commensurate with magnitude/impact of change
- Ensures timely, accurate implementation of changes (initiated both externally and internally)
- Archives documents/information to maintain history/traceability

May also be responsible for quality benchmarking and testing, working to identify areas for improvement, developing/modifying programs that measure the quality of product, processes, and services and drive corrective actions/quality improvement efforts. Develops quality metrics and goals to drive quality improvement efforts. Distributes reports that track defects as product is assembled and tested through the plant and defect information about products that have failed at a customer site.

**Knowledge/Skills/Competencies:**~Strong knowledge of “state-of-the-art” documentation and quality systems.

~In-depth knowledge of quality metrics, ISO standards, and processes.

~Knowledge of software and its uses in generating reports, capturing data, and presenting data in an understandable format.

~Strong knowledge of manufacturing processes.

~Strong project management skills.

~Knowledge and understanding of the business unit and how decisions impact customer satisfaction, product quality, on-time delivery and the profitability of the unit.

~Ability to coordinate a wide variety of resources to meet production quality and quantity metrics.

~Ability to effectively communicate with a wide variety of internal and external customers.

~Ability to effectively lead, train and motivate a diverse group of employees to achieve high production levels within tight time deadlines and in a highly dynamic manufacturing environment.

~Ability to use some or all of the following PC applications: Word, Lotus Notes, Excel, Powerpoint.

**Physical Demands:**~Duties of this position are performed in a normal office environment.

~Duties may require extended periods of sitting and sustained visual concentration on a computer monitor or on numbers and other detailed data.

~Repetitive manual movements (e.g., data entry, using a computer mouse, using a calculator, etc.) are frequently required.

~Above demands are carried out within the local existing Health and Safety guidelines

**Typical Experience:**~Three to six years’ relevant experience in Manufacturing or Electronics

**Typical Education:**~Bachelor’s degree in related field, or consideration of an equivalent combination of education and experience.

*Educational Requirements may vary by Geography*

**Notes:**This job description is not intended to be an exhaustive list of all duties and responsibilities of the position. Employees are held accountable for all duties of the job. Job duties and the % of time identified for any function are subject to change at any time.

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