

HUMAN RESOURCES JOB DESCRIPTION SHEET

LBG INCOMING INSPECTOR_SQC

Professional category: QUALITY

Job description

✓ **Role**

He/she participates to the quality of purchased products in Latecoere Bulgaria by the treatment of the non-quality, in coordination with the Supplier Quality Leader in Latecoere Bulgaria.

✓ **Scope**

Aerostructures: Elementary parts and sub-assy from supplier, Hardwares (via provider WESCO) and chemical products.

Missions

MISSION : INCOMING INSPECTION

- Realize incoming inspections in accordance with applicable procedures and instructions, inspection and internal schedules
- Realize punctual incoming inspections requested by Supplier quality leader (depending on NC issue)
- To perform measurements and technical inspection
- Prioritize the incoming inspections depending of the production need.
- Approve FAI (First Article Inspection) files done by suppliers on serial production and update FAI status on SAP system
- Manage necessary inspection tools for incoming activities

MISSION: TREATMENT OF NON-CONFORMITY FROM SUPPLIER (EXTERNAL AND INTERNAL)

- Create Supplier Quality Notification (SQN) or Internal Quality Notification (IQN) in LATECOERE internal system.
- Define when a Non-Conformity on production is connected to supplier and manage the appropriate flow
- Participate to the answer to Event Notification in case of Non conformity found on purchased products.
- Support the Supplier Quality leader in Non-conformity analysis and KPIs



Technical skills

- Engineering Degree/Technical degree –with minimum 2 years’ experience in quality inspection.
- Familiar with, applies and ensures application of the Company rules: Methods, Production Management, Quality, Safety, Labour regulations, Environmental regulations, Prevention
- Familiar with inspection methods and tools
- Familiar with Microsoft office (Excel, word)
- Familiar with methods used to resolve problems and find root causes
- English language is mandatory
- FAI (First Article Inspection) experience considered as an advantage
- SAP knowledge is a plus

Life skills

- Analytical skills
- Ability to act on own initiative
- Supplier-centred (internal and external suppliers)
- Organised / methodical
- Result-oriented
- Rigorous / quality (compliance with standards)
- Curious and committed to the tasks

