JOB DESCRIPTION

QUALITY AND COMPLIANCE SPECIALIST

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<tr>
<th>DEPARTMENT: Corporate QA - 82</th>
<th>SALARY LEVEL: SG – 08N</th>
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<tbody>
<tr>
<td>SUPERVISOR: Supvr Quality Analysis/Systems</td>
<td>EXEMPT (Y/N): No</td>
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<td>JOB CODE: qacompsp</td>
<td>EEO CODE: 05</td>
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<td>APPROVED BY: Larry Bostwick</td>
<td>SUB CODE: 0</td>
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<td>DATE: January 28, 2015</td>
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**JOB SUMMARY:** Facilitate the documentation of compliance to multiple and differing Agency regulations. Manage FDA compliance as the designated trained individual required by the FDA to run uploads and downloads against the FDA website. Interface with Program Management, Procurement, Engineering, suppliers and customers by managing the reporting of data with respect to Dodd-Frank, REACH, RoHS and similar.

**ESSENTIAL FUNCTIONS** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) Depending upon the specific assigned responsibilities for the department, some or all of these functions will apply.

- Read and stay current on applicable RoHS, REACH, WEEE & Conflict Mineral standards and regulations. Stay up-to-date in the knowledge of newly published regulations and standards that may affect the Company, products, or customers. Provide recommendations to remain in compliance with new regulations.
- Administer and improve processes and procedures to obtain, analyze, store, and disseminate product data relative to conflict minerals, RoHS/REACH, hazardous materials, and other regulatory agency characteristics.
- Identify problem suppliers/products and work to resolve the Documentation and/or Certification issues.
- Administer and improve processes and procedures to obtain, analyze, store, and disseminate product data relative to FDA medical device compliance such as Devise History Records.
- Implement procedures that ensure product data is accurate, updated and accessible.
- Implement processes and procedures to ensure that compliance to customer and regulatory agency requirements is achieved.
- Oversee the creation and maintenance of custom spreadsheets using Excel.
- Oversee maintenance of database(s) for the worldwide regulatory status of company products.
- Oversee the reporting of conflict mineral usage to corporate on a quarterly basis.
- Oversee responses to customer requests relative to RoHS, REACH, WEEE, Conflict Minerals, (M)SDS, and other Environmental, Quality, and Regulatory requirements.
- Support government, customer, and industry audits.
- Trains and assists in the use of corporate computer systems and software used for these duties (such as Office, QAD, MQ1, etc.). Educates compliance and compliance activities to the rest of the company.
- Perform other related functions as assigned.
SUPERVISION GIVEN/RECEIVED

Supervision is received by the Supervisor of Quality Analysis and Systems.

MINIMUM QUALIFICATIONS

- Bachelor Degree or an Associates Degree with 2 years of Regulatory or Document Control experience.
- Two years manufacturing experience.
- Must have expertise in the area of Regulatory Agency protocols and requirements pertaining to social, environmental, and medical responsibility.
- Ability to solve practical problems utilizing analytical skills and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write reports and to speak effectively before all levels of management and employees.

PREFERRED QUALIFICATIONS

- Experience with RoHS, REACH and/or FDA requirements.
- Advanced ability in operating a computer and in the use of Microsoft products Excel, Word, Access, Project, Visio and other database software.
- Knowledge of computer programming languages.
- Knowledge of logical problem analysis, statistical analysis, general management and quality control methodology.
- Must be a positive, energetic team player and an advocate for product excellence and quality.
- Must be results oriented, a quick learner, able to multi-task, display a sense of urgency and show a strong track record of meeting deadlines.

PHYSICAL DEMANDS The employee is regularly required to sit; use hands and fingers, handle or feel objects, talk, hear, and see. The employee must occasionally lift and/or move up to 25 pounds, stand, walk, climb, balance, stoop, kneel, crouch, crawl, or reach with hands and arms. The environment is fast-paced; time pressured, and requires accuracy. The employee will regularly multi-task between projects, be required to move throughout the office building, and effectively communicate. The normal environment is quiet and typical of an open cubical setting with exception of entering production areas where noise and temperature extremes are common. Vision requirements include close vision, color vision, depth perception and the ability to adjust focus.

The statements on this job description are intended to describe the general nature and level of work being performed by incumbents. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by all incumbents, and all job descriptions are subject to change to accommodate business necessity. In support of KeyTronicEMS’ goals some incumbents may perform other duties as assigned. In addition, all KeyTronicEMS employees are expected to:

- Promote teamwork and cooperative effort
- Help train and give guidance to other KeyTronicEMS employees
- Maintain a clean, safe, and unobstructed work area
- Provide customers with the highest quality of products and service
- Understand and apply appropriate quality improvement processes