



## **HINO MOTORS MANUFACTURING U.S.A., INC.**

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37777 Interchange Dr. Farmington Hills, MI 48335

Tel: (248) 442-9077

Fax: (248) 442-9068

### **JOB DESCRIPTION**

#### **TITLE: Purchasing / Supplier Preparation and Development Specialist (Engineer)**

#### **JOB DUTIES:**

Hino Motors Manufacturing U.S.A., Inc., Commercial Truck division of Toyota, is the fastest growing medium duty truck manufacturer in North America. We are currently seeking a Supplier Preparation and Development Specialist hereafter as SPD for its Headquarters located in Farmington Hills, Mi.

The SPD Specialist is responsible for pre-production (including prototype stage) and post production of supplier parts by means of securing delivery and quality to our manufacturing plants. This position will review manufacturing process and recommend improvements. This position reports to Assistant Manager of SPD and also work with other departments. Must be able to multi-task multiple projects at the same time.

#### **Responsibilities Include:**

1. Coordinate between Design (Engineering) Departments and Suppliers with preparation scheduling and track supplier prototype parts preparation to enable delivery of parts for prototype build.
2. Carryout to track supplier production preparation, coordinate progress of supplier(s) and relating departments such as quality, engineering, production control to realize smooth launch.
3. Work together with quality and engineering to execute the elements of Advanced Quality Planning including the following elements; Supplier meeting, Supplier process Sign off, Readiness confirmation and review of Supplier PPAP (SQAM requirements).
4. Visit suppliers to confirm existing manufacturing processes. Recommend process improvement ideas to be incorporated before the launch.
5. Visit suppliers prior to the launch to confirm readiness of Off Tool/ Off Process parts.
6. Visit suppliers after the launch to confirm that supplier is following correct procedures in production.
7. Reporting and visualizing progress of supplier production preparation and development.  
Weekly and monthly reporting to manager is required.  
Reporting by Power Point, A3 type reporting, Board Visualization and etc.
8. Monitor and Track supplier performances.  
Monthly Report out of supplier performances for distribution to suppliers and management.  
Keeping and maintaining supplier performance data.
9. Support suppliers on issues such as production, quality and delivery concerns.
10. Offer recommendations to Purchasing for direction from the point of view in supplier capability.
11. Complete assignments on time and error free.

#### **JOB REQUIREMENTS:**

Hino Motors Manufacturing is an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.



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**Education:**

BS in Engineering (Mechanical, Industrial, Electrical) preferred

**Experience:**

1. Ability to demonstrate strong skills in interpersonal relations, communication as well as ability to inspire individuals to improve performance.
2. Minimum of 2 years of Quality or Manufacturing Engineering experience preferred. (Manufacturing environment with TQM, PPAP, FMEA, Control Plans, DOE and SPC)
3. Working knowledge to read drawings, tolerances and dimensional data.
4. Previous experience with Japanese supplier preferred

**Other:**

This position will travel approximately 30-50% of the time.

Depending on situation, extended work hours may be required for urgent matters.

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