CHARTER STEEL POSITION PROFILE

POSITION TITLE: Metallurgical Specification Analyst
DEPARTMENT: Technical Services
REPORTS TO: Customer Technical Services Manager

POSITION SUMMARY:
The Metallurgical Specification Analyst will be responsible for analyzing and reviewing customer specifications and compare them to Charter Steel capabilities. The position will play a key role in analyzing, interpreting, and presenting data to support exceptions taken and make suggestions to customers as required. The analyst will play a key role in reviewing any internal change requests to assess potentially affected customers and assure that the changes meet the customer requirements.

MINIMUM QUALIFICATIONS:
• Bachelor’s degree in Metallurgy/Materials Engineering or related discipline; or equivalent combination of education and work experience.
• Technical ability to understand, recommend and raise concerns with customer specifications.
• Strong written and oral communication skills
• Ability to work with individuals at all levels of the organization and utilize the internal knowledge base to solve technical problems.
• Strong understanding of process flow.
• Working knowledge of steel rod, bar and wire products and processes.
• Proficient in Microsoft Word and Excel.
• Experience in articulating and presenting analytical findings to audiences with different levels of technical expertise.
• Ability to navigate within an ERP system

PREFERRED QUALIFICATIONS:
• Experience with steel rod, bar and wire products and processes.
• Thorough knowledge of AISI, ASTM, SAE, DIN and JIS specifications applicable to steel bar, rod and wire.
• Experience in application of steel bar and wire to Aircraft, Bearing, Spring Steel, Cold Heading, Cold Finishing and Industrial end products.
• Knowledge of documented quality systems, and experience with conducting internal audits as lead or second auditor to determine compliance with TS16949 or ISO 9000 standards
• Proficient in additional system applicants such as Stecal and Cat DI.

ORGANIZATIONAL RELATIONSHIPS:
• Primary internal customers: Technical Service Engineers, Inside/Outside Sales, Production Planning, Quality Assurance and Quality Control
• Primary external clients: existing and new customers

MAJOR ACCOUNTABILITIES:
• Conduct and prepare written specification reviews for customer acceptance.
• Interpret customer specifications in the context of the market served by the customer.
• Coordinate feasibility studies conducted by operations to determine Charter Steel capability in reference to customer requirements.
• Review Material Data Specifications for relevancy and accuracy.
• Act as a technical resource for Technical Service Engineers, Material Design Sheet Coordinators and Inside/Outside Sales.
• Review requests for changes to existing Material Design Sheets to determine feasibility of the change, customers affected and conformance with customer specs.
• Develop strong technical relationships with internal and external customers
• Review non-conforming material (deviations) with customers and request approval for shipment when appropriate.
• Maintain the document control systems for Specifications and Deviations.
• Assume accountability for accuracy of the technical aspects of all MDS’s.

RESPONSIBILITIES FOR SUPERVISION:
None

POSITION CHALLENGES:
• Assure that customer specifications are answered promptly and correctly in an environment demanding increasingly more rapid turn-around.
• Resolve differences between Charter capabilities and customer expectations.
• Answer all specifications in a uniform and consistent manner.

We offer paid holidays, great starting wages and bridged service time if hired full-time upon graduation. Interested candidates should submit resumes to hr@chartersteel.com.