



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.

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- 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.

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