Job Skills Matrix

	Basic Skills		Soft Skills					Quality System												Hard Skills										Computer Skills							
Key X = Required O = Optional N = Not applicable	1. Read, Write, Speak English	2. Basic Math	3. Working effectively with others	4. Time Management	5. Motivation & empowerment	6. Management & Supervision	7. Root Cause Problem Solving	8. 410 Quality System	9. 420 Documentation	10. 500 Management Responsibility	11. 620 Human Resources	12. 720 Customer-Related processes	13. 730 Design & Development	14. 740 Purchasing	15. 750 Production & Service	16. 760 Monitor & Measure Devices	17. 810 Measurement	18. 822 Internal Audit	19. 830 Control of Nonconforming	20. 850 Corrective & Preventive	21. Blueprint reading	22. Safety Awareness	23. Measuring & Gaging	24. Customer Product Knowledge	25. Product design skills	26. Advanced Math	27. Statistical Techniques	28.	29.	30.	31. MRP	32. CAD	33. Windows	34. Word	35. Excel	36. Access	37. Outlook email	38. Internet Explorer Internet
Management																																					
Sales																																					
Administration																																					
Engineering																																					
Quality																																					
Production																																					