Flexcraft-Logo---Shoptech Job Description Overview

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| Job Title |
| Quality Inspector  This position performs detailed inspections at different phases of production throughout the manufacturing process. Prepares quality documentation and maintains quality records. |

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| Job Duties and Requirements |
| * Records test/inspection/audit data, applying statistical techniques; guide technical evaluations, analysis, and related data acquisition processes to ensure quality objectives are achieved. * Inspects and measures parts for production, process validation and support of engineering and quality investigations. * Maintains measurement records. * May have additional duties such as gage calibration and training of operators in inspection techniques. * Read dials, meters, and screen profiles to see if equipment is functioning properly; Statistically control machines and processes. * Help develop, modify, apply, and maintain quality standards and evaluation methods for products and processes; * Sets up and performs destructive and nondestructive tests on materials, parts, or products to measure performance, life, or material characteristics; may establish statistical confidence by identifying sample size and acceptable error and determining levels of confidence. * Position or connect parts or instruments for testing or operation; use tools or equipment for inspection purposes. Prepares graphs or charts of data and enters data into computer for analysis; * Devises sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting quality data. Shares specialized knowledge with others * Inspect and document conformance of outbound material documentation and procedures. * Perform in-process and final inspections of parts from Clean Room Class 100,000 according to current policies and procedures. Document results as per written work instructions. * Other projects and tasks as assigned. |

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| Skills / Qualifications |
| * Statistical process control experience. * Capable of performing measurements with indicators, calipers and ability to detect attribute defects. * Perform various computer related tasks and programs including but not limited to: Excel, Microsoft Access, Word, Mini-Tab, and/or others related to the Quality Improvement Department. * Calibration experience * Attentive to detail, accurate and concise. Able to keep neat and organized records and files. * Good problem solving skills * High level of technical expertise in Quality Assurance standards and document control. * Associates Degree with 3+ years of experience. Experience may be considered in lieu of a degree for a candidate who can demonstrate the combination of experience, training and education to be capable of successfully fulfilling all duties and responsibilities of the position |

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| Work Environment |
| * Light Work – Exerting up to 20 pounds of force occasionally, and / or up to 10 pounds of force frequently, and / or lift, carry, push, pull or otherwise move objects. If the use of arm and / or leg controls requires exertion of force greater than sedentary work and worker sits most of the time, the job is light work. * The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature change. * The worker is subject to noise: There is sufficient noise to cause a worker to shout in order to be heard above ambient noise level. * The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals. * The worker is subject to oils: There is air and / or skin exposure to oils and other cutting fluids. |

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| ISO Production Process Responsibilities |
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