



## **Job Description-Quality Control Inspector**

**Job Title:**

Quality Control Inspector

**Department Job is Reporting To:**

Quality Control

**Reports to:**

Quality Control Supervisor

**Required Training:**

Vantage software training, GMP, all relevant Hoosier training (see job matrix).

**General Purpose of Position:**

The purpose of this position is to function as an In Process Inspector on the floor. A successful person in this role will maintain a high quality rating in the department.

**Responsibilities / Duties:**

- Define best methods of inspection to in process and production workers.
- Adjust the dimensions inspected on the in process inspection records by identifying risk and time management to ensure a high level of quality.
- Back up to 1<sup>st</sup> article, final inspection, and final AQL as needed.
- Coordinate with supervisors to ensure optimum flow.
- Ensure AQL level is sufficient for job requirements.
- Develop overlays, gages, and procure new tools as required.
- Ensure all quality data is accurate, relevant, and managed per GMP.
- Inspect jobs on the floor for accuracy. Stamp off on all in process data so it can be used for AQL final.
- Set inspection interval to relevancy per project. Baseline requirement is 1 part per hour, but may change as required by the job.
- Train machinist with proper inspection techniques.



### **Job Requirements**

- Show good judgment and professionalism at all times in dealing with internal and external customers.
- Ability to interpret contract and shop drawings.
- Communicate clearly orally and in writing to a variety of audiences.
- Excellent written and presentation skills.
- Must keep an organized inbox for email management.
- Identify and solve problems.
- Possess and respect good documentation practices.
- Ability to manage multiple tasks or requests.
- Good listener.
- Strong analytical and mechanical aptitude.
- Strong computer skills, including MS Office Suite required.
- Strong organizational skills required; including good time management skills.
- Must be highly organized and able to work independently on multiple tasks in a fast-paced environment.
- Must be professional, dedicated, and detail-oriented.
- Minimum 7 years of related experience.

### **Location**

Corona, CA.

**Supervisory Position:** Yes No    **Position:** \_\_\_\_\_

My signature signifies acceptance of the above job description:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_