



MANUFACTURING PROCESS QUALITY INSPECTOR

POSITION DESCRIPTION

This position reports to the Quality Supervisor. Position requires working on the manufacturing floor with the responsibility of ensuring quality requirements are reflected on manufactured product. Duties may include studying blueprints, analyzing parts that make a product, ensuring proper evaluations, inspections and measurements, data logging, etc. to ensure products meet customer expectations and company standards. Duties include inspections of incoming and outgoing products or materials.

JOB DUTIES

- Inspects and approves compliant finished products by confirming specifications, conducting visual inspections, taking measurements, and communicating required adjustments to the appropriate channels (Team Leads/Supervisors, Engineering Dept., Quality Dept., Purchasing).
- Evaluates/approves in process production by confirming specifications, conducting visual inspections, taking measurements, and communicating required adjustments to the appropriate channels (Team Leads/Supervisors, Engineering Dept., Quality Dept., Purchasing).
- Audits compliance of the workstation to the specified process. Compares the work instruction to the actual process, once documented to the required format report, the results are shared with the appropriate personnel.
- Documents inspection/audit results by completing logs; summarizing re-work, deviations to process and inputting the data into the proper data bases.
- Maintains measuring equipment by following operating instructions, and calling for calibration/repairs as needed.
- Maintains safe and healthy work environment by following safety and environmental regulations.
- Helps the organization meet the objectives by completing tasks as deemed necessary.

KEY SKILLSET REQUIREMENTS/QUALIFICATIONS

- Ability to read prints, proficient with math, ability to use measuring devices, operate a computer, and understand basic problem-solving tools.
- Proficient with Microsoft Office applications.
- Experience in an inspection or auditing role (preferably in manufacturing)
- Excellent verbal and written communication skills
- Technical Writing experience preferred.
- Able to work efficiently in a team environment.