

QUALITY ASSURANCE INSPECTOR

If you qualify for this position, please e-mail your resume or internal application to careers@fibrebond.com.

JOB SUMMARY

Quality Assurance Inspectors are required to inspect the following but not limited to: processes, procedures, completion of work stages, while assuring that company and customer specifications are met.

ESSENTIAL FUNCTIONS

1. Responsible for specific areas in the product flow for assuring that product produced in those areas are, in fact, meeting all specifications for that area.
2. Inspectors are required to read, interpret, and perform accept/reject decisions based on Company standards including, Prints, Bill of Materials (BOM's), Standing Operating Procedures (SOP's), Quality Control Manual (QCM), and Quality Control Travelers (QCT).
3. Inspectors are notified when production processes are complete and inspections are to be performed in a thorough but efficient manner, assuring that discrepancies noted are communicated to appropriate personnel to include: Production Supervisor, Crew leader of specific process, and performing crews. All discrepancies are logged daily into the QCT and are listed on a daily report to be distributed to responsible persons in charge of assuring that discrepancies are corrected. All discrepancies in product that are not completed in a timely manner, for whatever reasons, should be communicated to the Director of QA as soon as possible.
4. Inspectors are required to present themselves in a professional way such that the intent of reporting is strictly in an effort toward achieving improvement in future inspections.
5. Inspectors may be required fill in in all areas of the plant such that cross training and knowledge of several areas is a must.
6. Inspectors generally have specific areas of responsibility such that a good working report with the crew leaders and supervisors of those areas are comfortable with what specifications are and what is expected. Any areas of concern about discrepancies or disputes of standards, should be communicated as soon as possible for review of procedures with the Director of QA.
7. Inspectors are required to work necessary hours to support and perform inspections necessary to assist in completions of processes or buildings on a daily basis.
8. Inspectors may be required to perform periodic audits of specific areas as required.
9. Inspectors must be able to communicate with several departments in order to gain information as required to perform inspections. I.E- discrepancies with BOM's, prints, customer specs. Good communications skills are a must.

QUALIFICATIONS

1. High school diploma or equivalent required.
2. Previous quality assurance inspection experience in a manufacturing facility-a plus.
3. Employee must demonstrate ability to effectively read tape measure.
4. Must be able to interpret prints.
5. Must possess ability to make accept/reject judgment calls based on SOP's, QA traveler and company standards.
6. Must be able to follow verbal and written instructions, demonstrate good judgment and attention to detail.

7. Ability to communicate effectively, verbal and written, as well as read, comprehend and assimilate information.
8. Ability to maintain satisfactory working relationships and interact effectively with all levels of employees.
9. Ability to maintain confidentiality of trade secrets.
10. Employee can move to QA Inspector II upon two years satisfactory experience in the QC Department.

PHYSICAL REQUIREMENTS

Job requires extended periods of time in a standing position. Job requires ability to ascend and descend from a ladder. Must be able to lift up to 50 lbs. occasionally. Job also requires stooping and crouching for extended periods of time. Requires grasping and reaching with hands. Job is exposed to a dusty indoor environment and occasionally to outside weather.