

# SHIFT ASSISTANT QUALITY INSPECTOR

Two Openings: One on 1st Shift & One on 2nd Shift

## GENERAL

Responsible for verifying the quality of incoming materials, work-in-progress and finished goods by conducting inspections and tests per defined procedures.

## SPECIFIC DUTIES

- Inspect parts and sample parts per verbal or written instructions
- Record inspection data on forms or in computer programs as provided
- Follow sampling inspection plans if required
- Notify QA Manager and Shift Supervisor of defective parts
- Perform rework operations if so directed
- Complete hold tags and tickets
- Relieve operators for breaks and perform other tasks if so directed
- Monitor completed cartons or shipping containers for correct contents, part number and proper identification (e.g. shift, date, operator number)
- Maintain inspection area(s) and equipment in a neat and orderly manner
- Assist in development of written instructions
- Other duties as assigned

## QUALIFICATIONS/TRAINING REQUIREMENTS

- Completion of Company Employee Manual and Safety Rules
- Employee must be proficient in the use of basic inspection tools such as height gauge, micrometer, caliper, scale/balance & pin gauges following training
- Employee must be able to conduct visual appearance inspections, including color matching
- Employee must be able to use melt index and force testers following training by the QA Manager
- Must be capable of learning to access work orders and bills of materials on North States computer system

**Contact and/or send resume to**

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