

Job Title

Quality Control / Quality Assurance Technician.

Reports To:

Production Manager.

Duties and Responsibilities:

1. Train and support QC and production personnel in relation to quality and workmanship standards.
2. Assist the QC function regarding failure analysis and troubleshooting.
3. Create and revise work instructions and procedures as required to support quality initiatives and work processes.
4. Perform internal, process and ESD audits in accordance with ISO requirements and established company procedures.
5. Coordinate and maintain corrective action program.
6. Perform out-of-box full functional audits of personal computers and peripherals.
7. Interface with Engineering and other departments to improve product quality and processes.
8. Analyze and publish qc data and initiate corrective actions as required.
9. Involvement in NCR verification and processing.
10. Special Projects as Assigned.

Knowledge Requirements:

1. In-depth knowledge of electro-mechanical assembly required.
2. Knowledge of ISO requirements including internal audits preferred.
3. Operational knowledge of personal computers and terminology preferred.

Skills and Abilities Requirements:

1. Self-motivated with the ability to operate responsibly and independently without supervision.
2. Ability to identify problems and potential problems with intricate and complicated electro-mechanical assemblies.
3. Personal Computer operation including experience with M/S Word, Excel, Access and understanding of enterprise management software programs.

Educational Requirements:

1. High School diploma or equivalent.
2. Additional certifications of training relating to any of the above a plus.

