

**Job Title**

Quality Control Inspector.

**Reports To**

Production Manager

**Duties and Responsibilities:**

1. Incoming, In-process, and Final QC on all sub-assemblies and completed systems including RMA's.
2. Perform process and ESD audits.
3. Maintain calibration program.
4. Data entry: Enter all QC defect data into database.
5. Create, maintain, and publish QC trend analysis reports.
6. Involvement NCR Processing.
7. Special Projects as Assigned.

**Knowledge Requirements:**

1. In-depth knowledge of electro-mechanical assembly required.
2. Personnel Computer assembly experience preferred.
3. Knowledge of ISO requirements including internal audits preferred.
4. 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 diplomas or equivalent.
2. Additional certifications of training relating to any of the above a plus.

