



## Quality Control Inspector

**Department:** Production – Warranty/QC

**Organization:** This position reports to the Production Supervisor. This position follows the directions of the Warranty/QC Lead according to the workload and needs of the department.

**Accountability:** This position is responsible for Quality Control Inspections of new product received. All products being inspected should be done so in the most efficient and correct manner to include the proper reporting of all inspection activity.

### Responsibilities:

- Ensure all product required is properly inspected in the most accurate and efficient manner, according to established guidelines.
- Monitor any down time or time spent assisting in other departments
- Assist in cross training staff in Warranty Repair or QC Processing designated personnel
- Communicates with all company personnel in accordance with job function
- Performs other functions as required by the Warranty & QC Team Leader, Production Supervisor and Operations Manager.
- Complete all stock transfers as needed
- Must have mechanical and electronic aptitude
- Keep work areas clean and organized daily
- Maintains personal discipline

**Qualifications:** Education: Technical / Electronics degree preferred.  
Experience: Must have experience in the following computer Skills/software:

- Data entry
- Microsoft Office suite
- JD Edwards

### Knowledge / Skills:

- Must have a mechanical and electronic aptitude.
- Quality Control and inspection experience preferred.
- Ability to understand and follow quality standards.
- Must be dependable and willing to work overtime as requested.
- Must be detail oriented and well disciplined.
- Have the ability to lift 40 lbs. of weight.
- Requires good communication skills.

LAST REVISED DATE: 07/30/2021  
ISSUED BY: Joe Caban