



QUALITY INSPECTOR

Job Description

The Quality Inspector will approve all incoming materials by confirming specifications, conducting visual and measurement inspections, rejecting, and returning unacceptable materials. This would include periodically loading and unloading of trucks and documenting any damaged goods at delivery. Will place and record location of inspected parts materials after approval. Maintains, utilizes, and submits the NCR process, SRD process, and First Article Part process. Accurately documents the results of the inspections and testing. Keeps measurement equipment operating by following operating instructions. Coordinates calibration of all test equipment and fixtures. Maintains safe and healthy work environment by following standards and procedures. Assist in the writing and updating inspection procedures and checklists.

Minimum Qualifications

Associate Degree in related field and three (3) years of experience in Quality inspection role, or equivalent combination of education and experience

- Must have the ability to use, calibrate, and maintain all inspection equipment
- Must have the ability to use, calibrate, and maintain all inspection equipment
- Must be able to obtain OSHA required Forklift Certification
- Will be computer literate, particularly in shop floor control, production planning, and inventory control applications
- Must be able to communicate with vendors and customers thru NCR, SRD, and First Article Part submission
- Considerable knowledge of hazards and safety precautions relating to equipment operation, loading, and unloading of materials
- Must have the ability to speak with poise, voice control, and confidence, using a well-modulated voice
- Must possess the ability to coordinate a variety of routine projects and activities simultaneously without losing control, poise, or professionalism

Responsibilities

- Read and interpret assembly drawings and inspect parts completely
- Work with Engineering, Sales, Marketing, Materials, and Production Control departments to ensure coordination of quality control activities
- Gather and store incoming materials certificates for all components
- Keep workstation organized and orderly, and make sure that production parts, tools, test equipment and documentation are properly stored and maintained
- Insure intradepartmental and cross-functional alignment of procedures and best practices
- Identify corrective actions to prevent recurring deviations
- Identify, develop, and implement process improvements, equipment improvements/upgrades
- Responsible for developing and maintaining standards for key areas. This includes working with counterparts to ensure cohesive standards are maintained

Salary and Benefits

Salary and benefits are competitive and commensurate with qualifications.

Location and Work Environment

This position will require work at the ACI Cambridge facility. The average workday will be 8 to 10 hours a day Monday thru Friday. Occasional weekend OT is required.

To apply, please contact ACI's Manufacturing Manager Bob Dunkle at bdunkle@aciservicesinc.com.