



Senior Quality Inspector NAI Gaylord, MI.

Position Summary:

Responsible for completing dimensional layouts, compiling PPAP/MPAP packages, creating Inspection Plans, Data Entry, Calibrating Measurement Devices and Supporting Quality Inspectors.

This position will report to the Quality Manager at NAI Gaylord.

Essential Job Responsibilities

Supports manufacturing and Quality Inspectors by preparing inspection plans prior to start of production and maintaining as necessary thereafter.

Performs dimensional layouts of new and existing parts with applicable metrology equipment to determine if parts meet drawing specifications

Compiles documentation needed for PPAP and MPAP packages

Maintains measuring equipment and performs gage calibrations in accordance to applicable calibration procedures, standards and work instructions.

Documents inspection results by completing reports and logs and inputting data into quality databases.

Supports Quality Inspectors in incoming and in-process inspection, and other areas as applicable as deemed appropriate by the Quality Manager

Performs other duties as necessary in support of business objectives. This position description is intended to guide the activities of the Senior Quality Inspector. It is not intended to limit the thinking and creativity of the person to the work of this function. Nor is it intended to describe all the work that may be required of the person in this position.

Educational Requirements	Experience Preferred
High school completion	Technical Experience: 1-3 years' experience in quality Industry Experience: 1-3 years' experience in manufacturing

Essential Skills and Competencies

- IPC/WHMA-A-620x
- Ability to learn how to read and interpret blueprints, drawings and electrical schematics
- Ability to learn how to use various measurement tools, including: Templates, Rulers, Tape Measures, Multimeters and Electrical Test Fixtures, Height Gages, Pin Gages, Calipers, Micrometers, 3D Video Coordinate Measuring Systems, and others as applicable.
- Documentation and Work Processing Skills, including proficiency with MS Word, Excel, Powerpoint
- Strong organizational skills and an ability to prioritize tasks
- Strong communication skills (spoken/written/reading)

Note: The above statements are intended to describe the general nature and level of work being performed and the competencies required by persons assigned to this job. They are not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this job. This job description is not an employment contract and Coastal reserves the right to change this description at any time.