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**Quality Inspector**

**NAI Gaylord, MI.**

**Position Summary:**

Maintains quality standards by approving incoming materials, in-process production, and finished products; recording quality results.

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

**Essential Job Responsibilities**

Supports manufacturing by inspecting incoming materials, in-process goods and finished goods by verifying they conform to applicable quality specifications and requirements.

Generates Non-Conforming Material Reports, assists Production to perform containment of quality issues, and supports the Panel Review Board as necessary.

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

Generates Certificates of Conformity and documents inspection results by completing reports and logs and inputting data into quality databases.

**Performs other duties as necessary in support of business objectives.** This position description is intended to guide the activities of the 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.

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| 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
* Reading and interpreting blueprints, drawings and electrical schematics
* 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
* Manufacturing Methods and NAI Procedures
* Strong communication skills (spoken/written/reading)
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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.