



QA and Fulfillment Technician

The Quality Assurance and Fulfillment Technician reports to the Operations Manager or designee. He/she is responsible for inspection of incoming production materials. The position requires attention to detail and accuracy in reporting.

ESSENTIAL RESPONSIBILITIES:

- Approves incoming supplier parts by performing inspections to specifications; conducting visual and measurement tests.
- Tracks and manages non-conformance reports and maintenance of all quality records.
- Documents inspection results by completing reports and logs; inputting data into quality spreadsheets, both hard copy and electronic, maintaining on a daily basis.
- Keeps measurement equipment operating by following operating instructions; calling for repairs. This includes performing and keeping records of internal calibration of equipment as well as record keeping and scheduling of calibrations for equipment that requires external calibration services.
- Reports problems and makes initial recommendations for possible corrective action.
- Maintains safe and healthy work environment by following standards and procedures.
- Identify and follow procedures to conduct quality tests and inspections.
- Assist in product development by testing and evaluating prototype samples.
- Respond to and assist with quality issues in all departments.
- Responsible for incoming materials quality
- Actively verifies certificates of analyses (C-of-A's) for incoming materials against Materials Specification.
- Supports data collection/storage and analysis of incoming data from suppliers.
- Support manufacturing, new product development, and regulatory to ensure systems are compliant with all internal and external requirements
- Investigate causes of quality problems identified at incoming inspection, manufacturing and final QC inspection
- Oversee calibration program
- Adhere to and ensure compliance with Quality System SOPs, work instructions, drawings, Good Manufacturing Practices (GMP), and ISO requirements

OTHER DUTIES (not all-inclusive)

- Assemble PRP's
- Assemble Hardware Kits
- Label PWS buckets

QUALIFICATIONS:

- Good communication skills
- Must be proficient in Microsoft Office



- Working knowledge of measurement instruments
- Ability to use all QC tools - micrometers, calipers and comparators
- Must be able to read and interpret blueprints