

Anta Electric

Job Description



Last Updated: 01/30/2019

Job title: Quality Inspector

Work Location: 14 Fairchild Square, Clifton Park, NY 12065

Division/Department: Quality

Reports to: Director, Quality and Engineering

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

Supports quality objectives by instilling quality related thoughts and practices throughout the organization in the following areas:

- Read blueprints, schematics, and diagrams to determine specifications to be inspected.
- Conduct a variety of inspections on inbound materials from vendors and outbound products for shipping
- Performs in process inspections on product being built.
- Verify dimensions of parts, using precision measuring instruments, to ensure that specifications are met.
- Inspect parts for surface defects
- Measure products with rulers, calipers, gauges, or micrometers
- Perform continuity testing on electrical components using multimeter or test fixtures.
- Records serial numbers and inspection results
- Maintains and writes work procedures and all related documentation for each task performed (as assigned).
- Other Tasks as assigned by Director, Quality and Engineering

HARNESS THE POWER OF ANTA ELECTRIC

Education and/or Work Experience Requirements:

- 2 years' experience working with electro-mechanical assemblies (inspection experience preferred)
- Be able to read and understand schematics, technical drawings, datasheets, and written work instructions
- Strong computer skills, including proficiency with MS Office applications.
- Strong multi-tasking skills. Completes several concurrent tasks in an efficient and accurate manner.
- Strong verbal and written communication skills and ability to read and write in English.
- Strong attention to detail with excellent prioritization and follow up skills.
- Ability to be part of team and communicate effectively with all levels within the organization.
- Working knowledge of IPC-620 Standard

Other Requirements:

- Ability to maintain regular, punctual attendance.
- Must be able to lift and carry up to 50 lbs

Print Employee Name:

Employee signature:

Date:

Manager signature:

Date:

