

## Receiving Inspector

### Brief Description of Job Duties:

Under general supervision, performs visual, mechanical, dimensional, functional or electrical inspection of parts, raw materials, assemblies or final product in receiving inspection. Parts will be inspected to engineering drawings, purchase orders, industry standards or manufacturer specifications. The inspector will be required to report inspection results via computer application.

### Job Requirements:

*The applicant **MUST** have the following qualifications:*

- 3 - 5 years experience performing in electronics manufacturing
- High School diploma or equivalent
- Ability to be a team player
- Ability to gather and analyze information and make decisions
- Ability to lift up to 35 lbs
- Ability to read and interpret engineering documents, purchase documents, test data, and related technical information
- Continuous mental and visual attention is required
- Excellent communications skills, both written and verbal
- Knowledgeable of configuration management
- Knowledgeable of EEE and mechanical component inspection techniques
- Must be able to push carts of circuit boards or manufacturing products
- Proficiency in IPC-A-610 requirements
- Proficiency in using basic inspection tools (calipers, micrometer, etc.)
- Proficiency using Microsoft Office software
- Requires resolve and follow through until a satisfactory Quality resolution has been made
- Strong attention to detail and highly organized
- Skillful presentation of work issues to prevent negative reactions
- This job requires mostly being in a sitting position
- U.S. Citizenship is required

*Additional desirable experiences:*

- IPC-A-610 and J-STD-001 certification
- Experience working in an AS9100D QMS environment
- Experience with Visual Manufacturing ERP software
- Experience with Omnify software
- Experience in a small company environment