

Full-Time Non-Exempt Position  
Req # 167  
U.S. Citizenship is required for the position

## **Shipping/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

#### **The WANTS for this position are:**

- 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

## E-Verify

As a Federal Contractor, FEI-Zyfer is required to participate in the E-Verify Program to confirm eligibility to work in the United States. For information regarding your legal rights and protections, please click on the following links:

- E-Verify - [https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify\\_Participation\\_Poster.pdf](https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify_Participation_Poster.pdf)
- Right to Work - [https://www.e-verify.gov/sites/default/files/everify/posters/IER\\_RighttoWorkPoster.pdf](https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf)

## AAP/EEO/Reasonable Accommodation

As a federal government contractor, in accordance with applicable laws, regulations, Executive Orders, FEI-Zyfer, Inc. is required to develop annual Affirmative Action Plans (AAPs) and is committed to employ and advance in employment qualified minorities, women, individuals with disabilities, and protected veterans (including but not limited to, disabled veterans, recently separated veterans, Armed Forces service medal veterans, and any other protected veterans). Any employees or applicants who wish to review the Affirmative Action Plan (AAP) for individuals with Disabilities and Protected Veterans can contact Human Resources at (714) 933-4000.

FEI-Zyfer expressly prohibits discrimination based on any protected status, workplace harassment/bullying, and retaliation for filing a complaint or providing information related to a complaint. FEI-Zyfer, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race/ethnicity, color, ancestry, religion, creed, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, national origin, age, disability, genetic information, veteran status, or any other protected status. EEO is the law; go to <https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf> to find out more.

If you are an individual with a disability or a disabled veteran and require a reasonable accommodation in applying for any posted position, please contact Human Resources at (714) 933-4000.