

Job Opportunity Notice

Job Title:	Sr. Quality Inspector	Posting Date:	9/8/2020
Work Location:	Norwood, MA		
Department:	Quality		
Reports to:	Quality Engineer	FLSA Status:	Non-Exempt

Summary:

The Sr. Quality Inspector, under the direction of the Quality Engineer, performs all Quality tasks necessary to ensure product quality in the areas of, In-process, Incoming Inspection, and Final Inspection. This includes the management on Non-conforming material.

Essential Functions:

1. Manage and maintain the documentation (electronic and paper), filing, and tracking of non-conforming material (NCRM) for incoming and in-process rejects.
2. Act as a technical liaison between the Quality Engineer and Operations/ Engineering for non-conforming material reports/ complaints (i.e. investigation completion, root cause identification, disposition strategy, and execution of corrective and preventative actions) to ensure issues are resolved to best prevent further occurrences.
3. Coordinate activities with Operations, Purchasing, and Quality regarding non-conforming material returns and closure of reports.
4. Perform final inspection and operational testing of units and review of Device History Records (DHR's) prior to shipment.
5. Coordinate and manage calibration activities including record maintenance and scheduling of calibrations.
6. Organize MRB meetings for NCRM review as required.
7. Aid in the maintenance of all Inspection and production records in line with procedures.
8. Assist the Supplier/ Quality Engineer and Q.C. personnel as required, to support the Business and follow through on requests for resolution to issues.
9. Be comfortable communicating and updating the team on NCRM's and inspection findings.
10. Promote a culture of Quality focused on compliance with customer needs and regulatory requirements.
11. Update pertinent SOP and standard documentation to ensure that quality procedures are adequate.

Experience Requirements:

1. 2-4 years related experience and/or training; or equivalent combination of education and experience.
2. Must be able to use Microsoft Excel, Word and Access as well as comfort in learning new ERP Company Software.
3. Attention to detail.

Education Requirements:

1. Associate's degree (A. A.) or equivalent from a two-year college or technical school.

Physical Requirements and Working Conditions:

1. Typical office environment.
2. Must be able to use basic office equipment: Computer, Printer, Copier, Telephone, etc.
3. Must be able to remain stationary for long periods of time.
4. Must be capable of communicating with stakeholders.

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Application Process:

Interested candidates should send their resume to:

Advanced Instruments, LLC

2 Technology Way

Norwood, MA 02062

jobs@aicompanies.com

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time