



110 COMMERCE CIRCLE SACRAMENTO, CA 95815

916.925.6100

916.925.6111

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QUALITY ASSURANCE INSPECTOR

Job Title: Quality Assurance Inspector
Department: Quality
Reports To: Quality Assurance Manager
FLSA Status: Non-Exempt

Pay Range: To be determined based on experience and capabilities.

Summary:

Tests and inspects products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products by performing the following duties.

Essential Duties and Responsibilities:

- Interprets engineering drawings, schematic diagrams, or formulas and confers with management or engineering staff to determine quality and reliability standards.
- Selects products for tests at specified stages in production process, and tests products for variety of qualities such as dimensions, performance, and mechanical, electrical, or chemical characteristics.
- Records test data, applying statistical quality control procedures.
- Evaluates data and writes reports to validate or indicate deviations from existing standards.
- Perform inspections and generate Certificates of Conformance as required or directed.
- Recommends modifications of existing quality or production standards to achieve optimum quality within limits of equipment capability.
- Sets up and performs destructive and nondestructive tests on materials, parts, or products to measure conformance to requirements.
- Prepares graphs or charts of data or enters data into computer for analysis.
- Other duties may be assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Education and/or Experience:

Associate's degree or equivalent from two-year college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills:

Working knowledge of: Microsoft Office programs, including Outlook, Word, Excel. Daily record keeping according to company policies.

Certificates, Licenses, Registrations:

None required.

Other Skills and Abilities:

Phone, e-mail communication skills and file organization skills.

Other Qualifications:

Inspection Experience - Mechanical and Process

Auditor Experience - Internal and External

Basic Understanding of ISO 9000 or AS9100 Standard

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit and talk or hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include a minimum of 20/40 vision with or without corrective lenses.

To apply, please send your resume to info@vpei.com and cindya@vpei.com and include the name of the job you are applying for.