

Quality Inspector

Location:	Burlington, Ontario
Reports To:	Operational Excellence Manager
Type:	Full-time
Date Reviewed:	May 2018

POSITION SUMMARY

The Quality Inspector will ensure that products meet Hadrian's standards for quality and safety. This role will contribute to and improve Hadrian's Quality System and Continuous Improvement programs. The Quality Inspector will support the Quality team with ensuring that non-conformances are reported accurately in order to drive corrective action in addition to providing support with containment and quarantine of defective material.

RESPONSIBILITIES

- Support the development of the quality management system and associated activities
- Support the preparation of reports to communicate outcomes of quality activities
- Approves incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials.
- Approves in-process production by confirming specifications; conducting visual and measurement tests; communicating required adjustments to production supervisor.
- Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; confirming re-work.
- Documents inspection results by completing reports and logs; summarizing re-work and waste; inputting data into quality database.
- Maintains safe and healthy work environment by following standards and procedures; complying with legal regulations.
- Accomplishes quality and organization mission by completing related results as needed.
- Must be able to work with minimal supervision
- Must be able to maintain varied hours
- Must be able to communicate both in written and verbal formats to various skill levels of employees
- Other duties as assigned

SKILLS

- Extremely detail-oriented and analytical thinker.
- Highly motivated and capable of multi-tasking.
- Able to work with minimal supervision.
- Ability review technical documentation and test procedures.
- Able to develop, review, and maintain metrics and quality audits.
- Strong problem identification and problem resolution skills.
- High level of proficiency with Microsoft Office productivity suite.



Quality Inspector

CORE COMPETENCIES

- Results Focus
- Problem solving
- Creative Innovative Thinking
- Communication
- Strategic planning and organizing

EDUCATION AND EXPERIENCE REQUIREMENTS

- High School diploma and or 1-2 year experience in a related capacity.
- Basic computer skills.
- Strong analytical skills.
- Good interpersonal, organizational, verbal and written communication skills
- Experience in a manufacturing environment an asset

