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DEPARTMENT: **Quality**
 REPORTS TO: **Quality Engineer**

1.0 POSITION SUMMARY:

Habco Industries is a key provider of products and services that serve the Aerospace Industry. With 4 separate business units, Habco has customers that span both fixed and rotary winged aircraft as well as commercial and military applications. Habco's customers range from the largest aerospace OEMs in the world to end users of the aircraft as well as maintainers and overhaul and repair operations. Habco is a Lean focused, rapidly growing company that started in 1970 and has doubled in size in the last four years. It is a faced paced environment with a "work hard, play hard" mentality.

The quality control inspector position is responsible for maintaining quality system documents for inspection tools and quality metrics. This position conducts origination inspection of incoming parts, both purchased and fabricated and supplies used for manufacture of products. This position is responsible for verification of sign-offs in all production departments and will also be closing jobs and performing computer entry tracking. The individual in this position will interact with many people, including employees, customers and suppliers all while continuing to maintain these relationships. This position will also make sure that the company is working within established guidelines for audits (process, product, and internal), batch record reviews, verifications, analysis and trending of: supplier and internal analytical data, Root Cause Analysis, investigations, deviations, CAPA's, document control activities with a focus that ensures that data can be confidently used to make final decisions and to foster continuous improvement.

2.0 PRIMARY RESPONSIBILITIES / DUTIES:

- Use electrical and mechanical standard measuring equipment
- Use of measuring devices i.e. height gauge, gauge blocks, gauge pins, shadow graphs, OD & ID micrometers, calipers, depth micrometer, profilometer, radius gauge, etc.
- Enter data into the computer system and data bases
- Read and understand mechanical and electrical drawings, including BOMs and wiring lists
- Coordinate measurement and monitoring devices recall program
- Assist with calibration control
- Provide reports and charts for management and business operations
- Work with various departments to develop metrics and business tools
- Maintain and assist with record retention
- Support the Quality Department with administrative and improvement projects

HABCO is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

All candidates must be a U.S. Citizen or currently have a Green Card to comply with ITAR regulations.

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- Provide support on all regulatory programs
- Support other departments as needed

3.0 MINIMUM QUALIFICATIONS:

(ALL qualified candidates MUST meet ALL of these Minimum Qualifications. No exceptions.)

- 1-3 years recent inspection experience including standard inspection and data forms
- 1 year background in an Aerospace environment
- Experience reading and understanding mechanical and electrical drawings, including BOMs and wiring lists
- Experience with standard electrical and mechanical measuring equipment i.e. calipers, micrometers, height gages, gage blocks and pins, VOM meter and other similar equipment
- Demonstrated document and procedure writing skills
- P.C. skills: Microsoft Word, Excel, Access and Outlook
- High School Diploma or GED

4.0 PREFERRED QUALIFICATIONS:

- Knowledge of IPC -610 and or J-STD-001
- Knowledge of IPC- 620
- Knowledge of American Welding Society (AWS) D1.1, D1.2, D1.3, D1.6
- Knowledge of ISO 9001/AS 9100
- Knowledge of Supply Chain Management
- Certifications: J-STD IPC
- Designated Supplier Customer Representative - DSQR experience
- Internal auditing experience
- Associate's degree

5.0 COMPETENCIES:

- Initiative
- Customer Focus
- Organizing Skills/Planning
- Priority Setting
- Strong Oral Communication Skills
- Teamwork Skills
- Work with minimal supervision

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6.0 OTHER:

- Work overtime as needed

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