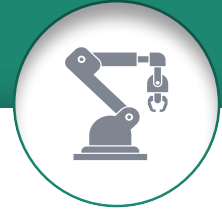


# Quality Assurance Technician

Advanced Manufacturing Series



## Company Overview:

<Please insert a short paragraph talking about your company and what makes it unique. Include details that capture the core values, culture, and mission of your company, so job seekers clearly understand the environment in which they will be working.>

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## Job Summary and Responsibilities:

Quality assurance technicians inspect, test, sort, sample and weigh various materials, parts and products for defects, wear, and deviations from specifications. Quality assurance technicians read work orders, blueprints and other instructions to determine product specifications, material requirements, operational methods or sequences. Applicants must be able to use precision measuring instruments and commonly used test equipment (e.g., calipers, gauges, micrometers).

<Add any additional responsibilities or changes relevant to this role at your company.>

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## Required Competencies:

### OCCUPATIONAL COMPETENCIES

- **Product Inspection:** Be able to inspect products for adherence to set standards and compliance with customer specifications; test using failure analysis; able to compare products to the relevant standards (e.g. industry standards) and accurately identify non-conformances; select and use the right tool to test for quality
- **Packaging:** Understand packaging requirements including labeling, packaging, receiving, shipping, order entries and distribution center operations; handle products with care when moving around internally; basic familiarity with lot control principles (e.g., first in, first out)
- **Microsoft Office:** Able to input data accurately and consistently using programs such as Microsoft Word, Excel, PowerPoint and Outlook; following company protocols for using, updating and maintaining files; basic familiarity with Minitab or other data analysis software



## FOUNDATIONAL COMPETENCIES

- **Time Management:** Manage one's own time and the time of others; able to work on and assess the quality of multiple products at the same time; able to focus on the task at hand and revise priorities as conditions change (e.g., critical piece finishes and needs inspection); work with a sense of urgency; hits time goals when required
  - **Coordination:** Be in the right place at the right time (e.g., if an important piece finishes, stop current work and go examine it); be helpful and flexible by being aware and adjusting to the needs of the work environment (e.g., respond to unexpected customers needs, seek help with unusual non-conformances)
  - **Operation Monitoring:** Watch gauges, dials or other indicators to make sure a machine is working properly; verify soundness of instruments before using and assess results relative to the appropriate standard; respond to abnormal results personally or with the help of others; basic familiarity with statistical processing control (SPC)
  - **Active Learning:** Give full attention to what other people are saying, take time to understand the points being made, ask questions and do not interrupt at inappropriate times (e.g., during shift change); able to internalize information and apply it to the job; adjusting work to what one hears or learns from others
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## Preferred Competencies:

### OCCUPATIONAL COMPETENCIES

- **Manufacturing Standards:** Familiarity with ISO standards and relevant industry-specific standards (e.g., FDA, Safe Quality Food (SQF), AS9100 (aerospace))
- **Manufacturing Process:** Able to use common manufacturing processes including Six Sigma, Kaizen, lean manufacturing, DOE, FMEA and DMEAIC

### FOUNDATIONAL COMPETENCIES

- **Critical Thinking:** Identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; create and share ways to make things better (e.g., re-arrange machines, use new tool); able to see the big picture (e.g., the end-to-end process, the factory as a whole) and make helpful recommendations accordingly
- **Quality Control Analysis:** Test and inspect products, services or processes to evaluate quality or performance; able to interpret data and take appropriate action (e.g., take corrective action personally or advise superiors of significant issues); read and verify SPC (statistical process control)

*Find additional competencies for this role using Skillful's occupation deep dive at*

[www.skillful.com/employers](http://www.skillful.com/employers).



## Example Activities:

- Measure dimensions of products to verify conformance to specifications, using measuring instruments such as rulers, calipers, gauges or micrometers
  - Read blueprints, data and other materials to determine specifications, testing procedures, adjustment methods, certification processes, formulas or measuring instruments required
  - Record inspection or test data, such as weights, temperatures, grades and moisture content
  - Discard or reject products, materials, or equipment that don't meet specifications and notify supervisors or other personnel of production problems
  - Notify supervisors or other personnel of production problems
  - Write test or inspection reports describing results, recommendations or needed repairs
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## Required Certifications

<Note: Insert Required Certifications *but only if truly required.*>

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## Job Details:

- Location
- Department
- Job ID
- Classification
- Insert additional details of this position if applicable