

**POSITION:** Quality Inspector

**LOCATION:** Scottsdale, AZ (on-site)

**REPORTS TO:** Quality Assurance

**JOB SUMMARY:** Maintains quality standards by approving incoming materials, in-process production, and finished products; recording quality results.

### **RESPONSIBILITIES**

- 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.
- Keeps measurement equipment operating by following operating instructions; calling for repairs.
- Maintains safe and healthy work environment by following standards and procedures; complying with legal regulations.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Accomplishes quality and organization mission by completing related results as needed.
- Configuration Control - Documentation
- Will assist in writing non-conformance reports

### **QUALIFICATIONS**

- High school diploma, general education degree or equivalent.
- Comfortable using computers. (MS Office Products & ERP systems)
- Analyzing Information, Reporting Research Results, Documentation Skills, Promoting Process Improvement
- Min of 3 years as a Quality Inspector
- Ability to multitask and prioritize
- Manufacturing experience a plus
- Ability to manage several priorities
- Takes responsibility for your work and performance

### **PHYSICAL DEMANDS**

The physical demands described within the Responsibilities section of this job description 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 regularly required to be independently mobile and may have to lift to 40 pounds. The employee is also required to interact with a computer and communicate with peers and co-workers.

## **ABOUT KLEEN**

In 2005, Kleen Concepts® emerged from an existing family business of 47 years, with over 20 years of experience filling liquid. Impressed with our quality and attention to detail, our customers began to request additional services. Their needs became our needs. We broadened our service offerings to accommodate more of our customers' needs and meet the growing market demand for contract packaging. To this day, we continuously invest in both our team and equipment to ensure that our customers not only have the best experiences, but also receive the highest quality products.

## **PERKS**

- Comprehensive compensation package that includes medical benefits and 401k with company match.
- Paid Time Off
- Positive & Friendly Workplace