

## POSITION SPECIFICATION



### Quality Control Inspector

#### COMPANY OVERVIEW

Pearl designs and builds standard and custom high-speed machine attachments for punching holes, perforating and slitting for the converting industry. Pearl also offers blown film extrusion process enhancements that improve film quality at higher outputs while reducing maintenance. Pearl can be counted on to make any unique application better than anyone! Pearl Technologies' success and reputation are built on outstanding customer service, innovation, quality, speed and delivery.

Pearl has revolutionized the plastics industry with over two dozen patents, a lineup of over 3,000 solution-driven products and 13,000 parts for thousands of customers in every continent of the world. All of the action takes place in Pearl's 41,000 square foot headquarters located in Savannah, New York.

#### POSITION SUMMARY

Responsible for performing quality inspections on all products coming in and going out of the facility while properly maintaining equipment. Able to work for the betterment of the company in an overall team environment. Capable of making decisions and maintaining standards.

The employee will perform these tasks while maintaining a positive and productive relationship with Pearl's employees and department heads.

**Reports to:** Director of Innovation and Technology

**Classification:** Non-Exempt

**Location:** Savannah, New York

**Key Interfaces:** Operations Team, Engineering and R&D, Customer Service, Sales, Inventory and Purchasing

#### MAJOR RESPONSIBILITIES

##### **Operational Support:**

- Perform quality inspections on all incoming and outgoing products in accordance with established procedures.
- Document appropriate information for quality reporting in ERP database and quality forms.
- Ensure prior job transactions are properly entered.
- Create and maintain current files for all quality related correspondences.
- Assist with resolving customer complaints or problems with regard to rejected or non-conforming product.
- Report any unusual discrepancies or problems promptly to Management or Engineering.
- Suggest new testing or inspection methods to improve product quality or minimize inspection efforts.

- Train co-workers in quality control concepts as requested.
- Perform assembly and manufacturing duties as assigned.
- Read and understand production schedule, customer order or work order to determine items to be moved, gathered, distributed, built or assembled; record amounts of materials or items received or distributed.
- Follow detailed verbal/written instructions, processes and/or procedures.
- Performs other duties as assigned.

**Knowledge Base:**

- Able to read blue prints and other written specifications and inspect per critical dimensions.
- Expert in the use of calipers, micrometers, scales, microscopes, height gauges, optical comparator, ring and plug thread gauges and other QC related tools.
- Understanding of Bill of Materials (BOM) and job routings for manufactured parts.
- Aware of quality management and improvement practices and programs such as Lean, Six Sigma, Continuous Improvement, TQM, Good Manufacturing Practices, etc.
- Up-to-date with quality control practices and trends through publications, seminars, conferences and related trade shows.

**Safety:**

- Ensure that all Safety, Health and Environmental Policies are being followed on all work performed while maintaining a safe work environment.
- Utilize proper Personal Protective Equipment at all times and remain current with annual trainings.
- Offer recommendations for enhanced safety measures and cooperate with the Safety Committee.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent. Two plus years prior manufacturing work preferred with 1 year in a quality control environment. Machine shop, welding and/or fabrication trade a plus.
- Must be able to read, write and speak English.
- Detail oriented, self-motivated individual with a positive attitude who possess excellent organizational skills.
- Able to manage multiple changing priorities while maintaining deadlines.
- Work well as a team player while developing relationships with coworkers of diverse backgrounds and cultures.

**COMPUTER SKILLS**

- Knowledge of computer databases and design software.
- To perform this job successfully, an individual should have effective skills and experience using Microsoft Word, Microsoft Excel, email, ERP/MRP databases and use of the internet.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

- Work is performed indoors.
- Wrist, hand and finger dexterity is required to operate various quality control equipment and materials.
- Work position involves frequent sitting and walking as well as occasional carrying, bending, standing, kneeling, reaching below and above shoulders, and lifting of objects weighing up to 50 pounds.

**BENEFITS**

Pearl Technologies Inc. is committed to its employees and families. Comprehensive benefits package includes: Health Insurance, Dental Insurance, Vision Plan, 401(k) with Employer Contribution, Short and Long Term Disability, Life Insurance, Voluntary Life Insurance, Paid Time Off, Tuition Reimbursement, Employee Discounts, Flexible Spending Account, and Paid Holidays. Salary is competitive and commensurate with education and experience. EEO Employer

If you are ready to contribute to the ongoing success of a dynamic organization, please forward your resume and a cover letter to: [hr@pearltechinc.com](mailto:hr@pearltechinc.com)