

**Job Title:** Quality Control Technician

**Department:** Manufacturing/Operations

**Reports to:** Quality Supervisor/Production Supervisor/Manufacturing Engineering or Manufacturing Manager

**Status:** Non-Exempt

**Job Summary:**

Responsible for the timely inspection of raw materials, assemblies, and finished goods required for daily operation. Works hand in hand with all departments, and serves the needs of his or her internal customers including Sales, Manufacturing Procurement Engineering, Design Engineering, Manufacturing, etc...

**Essential Job Duties:**

- ◆ Responsible for performing all duties safely, according to all company safety policies and procedures.
- ◆ Must wear appropriate PPE for all tasks that require them.
- ◆ Actively work with Safety Committee personnel to identify and eliminate possible safety hazards.
- ◆ Support 5S Housekeeping program, continuous improvement, foster creativity, and other company initiatives.
- ◆ Responsible for the inspection of raw materials, supplies, equipment, parts and any other items required.
- ◆ Alerts procurement of any items requiring re-order or identified as non-conforming
- ◆ Communicate effectively and professionally with suppliers, when required
- ◆ Identify non-conforming items and coordinate vendor returns with the help of Manufacturing Engineering, Purchasing, and Inventory Control
- ◆ Assists Quality Inspectors with Finished Goods and thorough reporting
- ◆ Unloads/loads incoming and outgoing shipments as required.
- ◆ Helps with internal distribution and collection of shipments.
- ◆ Supports Packaging and Assembly departments as required.
- ◆ Support operations and other departments as required to meet company's overall objectives.

**Minimum Qualifications:**

- ◆ Requires high school diploma or GED equivalent.
- ◆ A degree or certification in Quality Inspection/Control is highly desirable, may substitute degree or certification for a combination of training, education and/or work experience.

- ◆ Requires 3-5 years of experience in Quality Control in a typical manufacturing environment
- ◆ Must possess interpersonal skills and the ability to interface with Hestan employees as well as outside vendors, customers and contractors including the ability communicate effectively through email
- ◆ Experience with the use of ERP/MRP systems
- ◆ Requires leadership abilities and training experience.
- ◆ Must be able to communicate clearly and effectively in English and follow directions.
- ◆ Ability to create spreadsheets, word documents, charts, graphs and analyze data is desirable
- ◆ Requires a valid California driver's license.
- ◆ Must possess the mental and physical capacities necessary to perform the job duties.

**Working Conditions:**

Work is performed primarily in the warehouse or manufacturing facility, although outdoor tasks are required. Lighting is artificial. Equipment used may include the use of telephones, power tools, hand tools, plumbing tools and power driven lift. Individual will have constant exposure to dust, excessive noise, heat, cold, fumes and chemicals. Physical demands include standing, walking, bending over, crawling, climbing, reaching overhead, kneeling, crouching, balancing, pushing and pulling, repetitive use of both hands, grasping, fine dexterity, being around other work equipment and machinery, driving cars, trucks, forklifts, walking on uneven ground, as well as lifting up to 50 lbs. Both work days, as well as hours of work may vary, according to the requirements of the operation.

