



Requisition #21-002

EMPLOYMENT POSTING

Job Title: Inspector I

Department/Work Area: 71- Quality

Overland Park, KS

General Description:

Provides Quality Assurance for all SELEX product lines at all stages of production; receiving, production in-process, screening, end product, test, stockroom and performs final inspection before shipment to the customer.

Responsible for inspection of product for compliance to purchase order, engineering, customer and quality requirements.

Duties and Responsibilities:

- Inspect outbound shipments to ensure completeness of all kits against requirements of the kit list.
- Perform related inventory transactions as appropriate.
- Deliver parts to the stockroom for inclusion into inventory.
- Keep files of specifications, drawings, and purchase orders ensuring that all Inspection records are current.
- Keep records on Process Control Sheets involving all Service Work Orders and Work Orders.
- Assist in resolution of nonconforming material through Quality NCM and MRB processes.
- Enforce workmanship manual standards and perform job in accordance with in-process SOP.
- Performs job in accordance with Receiving Inspection and other applicable Quality Standard Operation Procedures.
- Keep management informed of problems identified during the inspection process.
- Participates and contributes in the Continuous Improvement Team.

Education / Experience:

- High School Diploma or equivalent.
- Minimum 3 years of experience in electronic production assembly.
- Minimum 1 year of experience as quality assurance inspector.
- Involves thorough understanding of workmanship requirements, soldering techniques, and dimensional measurements using basic inspection tools.

Skills:

- Knowledge of reading color codes of resistors, wires, and specification drawings.
- High level of attention to detail with ability to keep accurate records.
- Competent is using measuring devices such as calipers, micrometers and gauges.
- Must have good computer skills, primarily for data entry.
- Able to work with little to no supervision.
- Must have good communication, decision-making, and problem-solving skills.

Physical / Mental Demands

- Heavy lifting may be involved (50-100 lbs.).
- Excessive walking or standing may be required.
- No color-blindness.
- Able to support aggressive schedule deadlines. Some overtime may be necessary during peak demand periods.
- Adequate manual dexterity to facilitate working with precision tools.

Any employee interested in this position may submit a Request for Position Consideration. This form can be obtained from Human Resources.

Alicia Worthey, Human Resources Director

