



# VT Miltope

A company of VT Systems

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**Position Title:** Quality Inspector  
**Department:** Quality Assurance  
**Reports To:** Engineer, QA  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 4/14/2017  
**Approved Date:** 4/14/2017

## **SUMMARY**

Responsible to cover all QA Inspection Functions as Required.

**ESSENTIAL FUNCTIONS** *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

Perform Quality Inspection – Product Support

Perform Quality Inspection – Military (In-Process and Final)

Perform Quality Inspection – Commercial (In-Process and Final)

Assume other duties and responsibilities as assigned.

**Supervisory Responsibilities:** No

**BASIC QUALIFICATIONS** *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

## **Required Education & Experience:**

- High School Graduate or Equivalent
- Minimum 2 Years in a QA Inspection Function
- Computer skills: MS-Word, Excel, Outlook, etc.

## **Required Knowledge, Skills, & Abilities:**

- Ability to Audit processes and products effectively to requirements
- Ability to interface effectively and professionally with wide variety of personalities
- Ability to articulate technical circumstances clearly
- Ability to read and interpret drawings and schematics
- Proactive, Disciplined, Urgent, Detail oriented, Goal minded performance
- Good Oral and Writing skills
- Good Problem Solving knowledge (RCCA)
- Mechanically inclined

## **Preferred Education & Experience:**

- Minimum of 3 years QA Experience
- Understanding and Use of Microsoft Dynamics ERP system
- Associates Degree in a Technical Field
- Strong interpersonal & Leadership skills
- Intuitive problem solving & critical thinking skills

**Physical Demands and Work Environment:**

- Positions environment is neutral with low to moderate noise exposure, is a seated position requiring the extended use of a computer and computer equipment
- The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl