

Quality Inspector Minnetonka, MN

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Join the Opportunity Partners team and make a difference in the lives of people with different abilities. Earn competitive wages and excellent benefits at one of Minnesota's most respected social service agencies. Together, we can prove that everyone, when given the opportunity, adds value to our world.

Mission

We empower individuals with disabilities and special needs to achieve maximum self-sufficiency in the community.

Purpose

The purpose of this position is to maintain the quality standards of the company by approving: 1st Articles, In-process production products, and final inspection of finished products. Recording and analyzing the results of the quality inspections.

Essential Functions

- In-process inspections of WIP materials per the job sheet, the customers, and the company's specifications and requirements. Duties may include, but are not limited to:
 - Verifying that the correct parts are being used per the job sheet
 - Inspecting WIP materials to ensure conformity to specifications
 - Communicating to the WSI about any non-conforming materials found and the Assistant Managers if necessary
 - Inspecting and record results of bulk food packaging inspections
 - Monitoring bulk food records for accuracy and completeness
- Performs final inspection of finished materials based on a sampling of finished products. Duties may include, but are not limited to:
 - Ensuring that products meets the job sheet, the customer's and the company's specifications and requirements
 - Recording any issues of nonconforming products found during final inspection and communicating with WSI and Assistant Manager as needed
 - Recording the results of final inspections in the appropriate spreadsheets
 - Sending out a daily report detailing any nonconforming material found during final inspections
 - Ensuring that all finished products are properly labeled, sealed and palletized
 - Ensuring that all Quality's equipment is kept in good working order
- Performs first article inspections ensuring that all product meets the customer's specifications and requirements and signs off on the First Article Sheet. Duties may include, but are not limited to:
 - Performing 1st Article Inspections and verifying the correct parts are being used
 - Taking photos of the 1st Article if Quality Manager is unavailable

- Assists with other duties as needed or assigned by the Quality Manager. Duties may include, but are not limited to:
 - Assisting with the development of the documentation of work processes and procedures
 - Assisting with responding to, implementing and verifying any supplier corrective action requests
 - Answering and advising staff concerning questions and/or issues regarding quality
 - Assisting with any projects assigned by the Quality Manager
 - Assisting in developing new processes and methods to improve the quality of the product
 - Working at off sites as required
 - Working off shifts as required

Qualifications:

- Successful candidates must have a High School Diploma or GED and one year of inspection experience in a manufacturing environment. Education post high school and/or an ASQ Certification (Technician or Inspector) may be substituted for the one year of experience.
- Self starter and requires minimal supervision
- Attention to detail
- Ability to work both 1st and 2nd shifts as needed
- Must have reliable transportation, will need to travel between sites as needed
- Ability to read and write in English
- Effective teamwork, interpersonal, and leadership skills
- Ability to analyze data and report results
- Basic math skills
- Organizational and Time Management skills
- Experience with Microsoft Word and Excel.
- Ability to use basic measuring devices: rulers, tape measures, etc.
- Ability to relate to individuals with disabilities.

EEO/AA

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