



Job Title: **Quality Technician** FLSA Status: Non-Exempt
Department: Warehouse Reports To: Logistics Manager
Revision Date: 5/01/2019

SUMMARY DESCRIPTION: Primary job emphasis is placed on identifying, verifying and cataloging incoming parts for adherence to quality and specification standards. Also, responsible for general warehouse shipping, receiving, and pick/pack functions of automotive parts.

DUTIES AND RESPONSIBILITIES: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

1. Verification of part numbers and descriptions using internet, technical manuals, and various other sources.
2. Photograph and capture weight and dimension of parts not previously cataloged.
3. Scheduling, ordering, and recording maintenance and calibration of measuring devices.
4. Logging required part related information into company's operating system.
5. Document non-conforming material in Supplier Non-Conformance Log and perform follow-up actions with the supplier for a resolution.
6. Loading and unloading skids on/off freight trucks.
7. Minor cleaning and repair of parts as needed.
8. Moving parts to and from stock location and shelving by hand, with hand truck, or with forklift.
9. Understanding and use of provided personal safety equipment.
10. May be asked to perform other duties as assigned.

SUPERVISION:

N/A

EXPERIENCE AND QUALIFICATIONS:

5 years of experience in the automotive parts or service industry required, with defense maintenance background preferred.

High School or GED equivalent.

Prior shipping and receiving experience with knowledge of warehousing processes and procedures.

Excellent internal and external communication skills, both verbal and written.

Must be able to operate warehouse equipment and complete Forklift Operator Training and Dangerous Goods General Awareness Course every three years.

Basic computer skills, including Microsoft Office and Photoshop.

PHYSICAL REQUIREMENTS:

Finger dexterity for operation of personal computer and routine paperwork

Ability to stand for extended length of time

Ability to lift and move 50+lbs

Ability to climb up and down ladders

Use of packaging machine, scales, blades, and other misc. hand equipment.

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