POSITION TITLE: Quality Assurance Technician

DUTIES AND RESPONSIBILITIES:

- Work in a fast paced environment pulling samples from plant floor
- Set up and perform multiple quality tests.
- Measure samples
- Accurately compile statistical data
- Construct charts and graphs using Microsoft Excel
- Perform process capability analyses using Minitab software
- Prepare reports on testing results
- Define problems and report all issues with material to management for analysis and disposition
- Work may require individual to enter plant areas where performance factors such as: heat, humidity, noise, lifting of materials and working around equipment will be encountered
- On the job training is received in specialized areas
- Comply with all safety requirements and proper use of PPE
- Other research or related activities as deemed necessary

MUST BE PROFICIENT IN:

- Microsoft Outlook
- Microsoft Excel
- Microsoft PowerPoint

MINIMUM REQUIREMENTS:

Candidate must currently be pursuing a degree at an accredited university and have good written and oral communication skills. Strong quantitative and qualitative capabilities are a plus. The candidate must have knowledge of Microsoft Excel and PowerPoint. All necessary training will be provided. The intern will assist the Quality Manager on various projects. Work weeks are flexible and can range from 15 – 40 hours per week. This position is a paid internship and will offer the candidate the opportunity to build their analytical and communication skills.

Candidates who are self motivated, enjoy working in teams and have knowledge of six-sigma principles are strongly encouraged to apply.

CANDIDATES SHOULD POSSESS THE FOLLOWING QUALITIES:

- Attention to detail is a must
- Ability to follow directions carefully
- Ability to work quickly and accurately
- Ability to sit or stand for extended periods of time
- Ability to work with minimum supervision