Receiving & Incoming Quality Inspector Job Description

August 24, 2016

AndyMark, Inc.

Position: Receiving & Incoming Quality Inspector

Reports To: Director of Operations

Job Summary and Key Objectives: Oversees the receipt & initial quality inspection of AndyMark inventory. This employee works with the Director of Operations and Manufacturing Manager to help manage incoming inventory.

Key Responsibilities and Tasks:

- Receive, quality check, label, and store all incoming inventory
- Compares quantity and part number of items received with procurement data and other specifications to ensure completeness and accuracy of order
- Inspects purchased parts & materials for conformance to specifications. Examines items for defects in materials, work, and damage occurring in transit, inspects and measures items for dimensional accuracy, fit, alignment, and functional operation, according to prints, parts manuals, company standards, and other specifications
- Approves or rejects items, and records inspection and disposition information
- Maintain and assign inventory locations and labels within the warehouse
- Use and update Fishbowl Inventory Management System on a daily basis
- Setup production and kitting stations and manage Work Order paperwork
- Maintain cleanliness and organization in Warehouse and Receiving areas
- Work with Director of Operations & Procurement Manager to assure proper inventory values are being maintained
- Kit AndyMark products as needed
- Pick-up and/or drop off parts and materials to suppliers and vendors, as needed
- Must be able to lift up to 50lbs

Preferred Qualifications and Education:

- Must have a high school diploma or GED
- College education is a plus
- Must have the ability to work on multiple projects within the same day
- Must have the ability to follow directions, work independently and with minimal supervision
- Works with a flexible schedule and demonstrates effective time management
- Warehouse, receiving, or shipping experience is a plus
- Must have experience with detail-oriented work
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- FIRST Robotics knowledge is a plus
- Must be willing to complete forklift certification
- Must have a valid Indiana Driver’s License

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.