

Quality Clerk

Pay: \$18.00-\$22.00 per hour

Job Description:

Job Responsibilities

- Perform Data Input & Analysis necessary to understand/evaluate quality trends (portals & databases).
- Contact, setup, and/or control both internal and external sort activities/companies
- Maintain accurate and complete quality records for all parts in assigned area or responsibilities
- Support the Quality Receiving Department by performing certain duties of the QC Engineer
- Collaborate with Production and Engineering to update/create standards
- Independently research and complete assigned quality projects
- Travel to Customer or Vendor on an as needed basis.
- Other duties assigned by Manager

Qualifications

- Computer experience including extensive knowledge of MS Office Products and Adobe
- Ability to detect differences in color
- Self directed with ability to work independently
- Excellent written and oral communication skills
- Excellent customer service skills
- Knowledge of Plex
- Must be organized and detail oriented
- Ability to work well with others/team player
- Ability to handle diverse group of individuals

- Ability to multitask
- Ability to keep information confidential
- Presents self in a professional manner
- Exceptional attendance

Job Type: Full-time

Education:

- High school or equivalent (Required)

Willingness to travel:

- 25% (Preferred)

Work Location: In person