POSITION DESCRIPTION Receiving Clerk/Inspector

General description of job: This position involves performing visual and dimensional inspection of incoming resale and raw materials, time/temperature sensitive materials, hardware and in-process parts for quality workmanship, appearance and conformity to applicable specifications and standards. It involves packaging and distributing incoming articles after reviewing accompanying documentation for accuracy and completeness. Not a complete description.

Duties, tasks and responsibilities:
- Receive articles, parts, services for Receiving Codes A, B, C & D
- Perform incoming inspections with appropriate equipment
- Verify certification and conformity to Production Specifications
- Record in Receiving Log QC-201
- Communicate with vendors on discrepancies and facilitate returns and replacements, properly mark and record rejected material
- Monitor lead times and communicate with vendors, shippers, production and sales on lead times
- Segregate and protect identification and traceability
- Print labels, count, and package and distribute items accordingly
- Clean work area, reuse materials or break down boxes

Employees you communicate with about the job:
- Communicate with accounting, sales, shipping, production, engineering for instructions, back orders, updates, and payment discounts etc.
- Report directly to the Quality Manager

Requirements and skills needed for the job:
- Proficiency in basic drawing/specification interpretation
- Ability to review and understand third party standards from ASME, ANSI, SAE, NAS, MIL, etc.
- Mechanical aptitude and ability
- Exposure to calipers, micrometers, hardness testing equipment
- Reading, writing and verbal communication skills and Microsoft Office proficiency
- Ability to generate written reports
- Ability to work effectively with a team
- Ability to manage small projects personally and work independently
- Organizational skills and detail oriented
- Ability to stand, sit, and lift up to 30 to 40 lbs; Excellent visual acuity

Additional skills that are helpful but not required:
- An understanding of general aviation and aircraft systems
- Understanding of metrology tools and calibrations
- UPS Quantum View
- Sage Software MAS90

Summary description; other duties and responsibilities as required and needed that arise. This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.