



Quality System Form
QSF 6.2-HR-009 Job Description

Rev. 001 Date: 13 May 2021

Job Title:	Quality Inspector	Job Category:	Quality
Department/Group:	Quality Department	Reports to:	Quality Systems Manager
Location:	Fort Collins, CO	Travel Required:	No
Level/Salary Range:	Experienced	Position Type:	Full Time
HR Contact:	Rebecca Hicklin	Date posted:	N/A

Job Description

Essential Functions

Support all aspects of operations. Duties and responsibilities include but are not limited to:

- Must adhere to ISO 13485 Standards and Injectech Quality Management System
- Responsible for the overall product quality.
- Perform Quality Control and Inspection of molded and assembled products.
- Spot checks or randomly audits molded parts during each specific production sequence.
- Supports Quality Control Lead with data collection and various customer quality assurance requirements such as PPAP, Gage R&R, Capability Studies, Corrective and Preventive actions, etc.
- Collaborates and supports Quality Control Lead in performing root cause analysis, data collection, measurements, and documentation.
- Perform incoming inspections of parts.
- Performs Internal Auditing as required.
- Monitors plant for correct procedures relating to Quality Control.
- Initiates nonconformance reporting when necessary.
- Participates in corrective and preventative activities as required.
- Supports Injectech’s Continuous Improvements/6S Programs.

Qualifications and Skills

- High School Graduate or Higher Education preferred
- 2 Years minimum experience in injection molding or manufacturing environment preferred.
- Quality control inspections experience using calibrated measuring equipment preferred.
- Ability to read and interpret technical drawings.
- Ability to work with multiple deadlines and commitments with little or no supervision, strong time management skills.
- Verification and validation of assembled product.
- Knowledge of SOP’s, work instructions, and ISO 13485 standards applicable to task responsibilities.
- Demonstrates knowledge to hold to standards of International Standards Organization (ISO) and Good Documentation Practices (GDP) within the Quality Assurance Department.
- Good attention to details and organizational skills
- A team player, willing to take on extra tasks as necessary and create/maintain healthy working relationships.
- Strong communication and teamwork skills.
- Strong working Knowledge of MS Office Programs such as Excel, Word, PowerPoint, etc.



Quality System Form
QSF 6.2-HR-009 Job Description

Rev. 001 Date: 13 May 2021

- Must be able to perform simple math such as addition, subtraction, measuring and decimal points.
- Must have strong desire to promote efficiency and continual improvements to processes.

Physical Requirements

- While performing the duties of this job, the employee is expected to sit or stand for 8 hours per day.
- Use hands and fingers to handle objects, tools or controls, reach with hands and arms.
- Stoop, kneel or bend.
- Employee must be able to talk and hear.
- Employee must be able to lift and/or move up to 30 pounds.
- Employee must be able to abide by cleanroom attire, wear clean room attire, to include safety glasses and face coverings.
- Minimum one year experience in cleanroom setting required.
- Employee must have a current eye exam and wear appropriate prescription lenses if required for corrective vision.

Last Updated By:	Rebecca Hicklin/Rogel Balbuena	Date:	May 13, 2021
Supervisor's Signature		Date:	
Employee's Signature			