

**POSITION: Incoming QC Inspector**  
**REPORTS TO: Materials Manager**  
**LOCATION: Abbotsford, BC**

## **POSITION PROFILE**

### **Summary:**

This hands-on position performs inspection activities necessary to support the delivery of the Phantom Experience to our customers. The Incoming QC Inspector is accountable for timely and accurate inspection of purchased products such as: aluminum profiles, mesh/fabric, plastics, electric motors, packaging supplies and purchased services such as painting and printing.

As a member of the materials team, the Incoming QC Inspector will participate in the achievement of corporate and departmental goals, consistently demonstrate and encourage in others the organization's core corporate values and support Phantom's overall strategic vision.

### **Structure:**

This position reports to the Materials Manager. Other positions reporting to the Materials Manager are Buyer, Materials Team Lead, Receiver, and Delivery Route Operator. There are no subordinates reporting directly to this position.

### **Position Responsibilities**

Include, but are not limited to, performing the following:

#### **Inspection**

- Read and interpret quality specifications for new and existing products and services
- Utilize measuring devices to perform incoming inspection activities to determine conformance to purchase specifications
- Identifies and provides details of non-conformances
- Record and maintain related transactions and documentation

#### **Product Development & Launch**

- Support all current and new product introductions such as performing first article inspections (FAI)

#### **Identification and Traceability**

- Apply unique identification to products (and services) when necessary to ensure conformity and when traceability is a requirement

#### **Monitoring and Measurement**

- Support calibration / verification program

#### **Corrective Action**

- Contribute to root cause determination
- Suggest appropriate corrective actions

#### **Support**

- Suppliers: assist with interaction with suppliers and delivery drivers
- Receiving: assist with receiving activities when required
- Raw Materials Warehousing: assist in warehousing activities when required
- Material Handling: operate material handling equipment necessary for movement of product
- Production: assist with identifying and segregating non-conforming purchased product to prevent use

#### **General**

- Health & Safety: adhering to company policies, procedures, and legal requirements
- Human Resources: adhering to policies, procedures, and requirements
- Pursuit of Operational Excellence: continuously improving the demand driven flow of customer value
- Team and Personal Development: Participate in continuous improvement teams, job-related training, and personal development
- Other duties as assigned

Further, this position will collaborate with other staff on efforts such as improving safety, quality, implementing best practices and carrying out activities in the best interest of the organization.

### **Corporate Values:**

At Phantom Screens we value all of our employees. We are committed to providing a safe, harmonious, and respectful work environment and all employees are expected to help us achieve this by practicing our core principles which are attached to this document.

## **Position Requirements:**

### General:

- Knowledge of Metrology and Geometric Dimensioning and Tolerancing (GD&T) would be an asset.
- Uses sound judgement to evaluate and analyze information, and effectively resolve issues.

### Communication

- A skilled communicator with proficiency in all four English language skills: reading, writing, speaking, and listening
- Mature, confident and comfortable in dealing with a variety of contacts at all levels
- A keen understanding and respect of the need to maintain confidentiality of company information
- Read, analyze, and interpret common industrial, manufacturing and technical procedures, professional journals, schematics, diagrams, and drawings

### Computer Skills

- Windows operating system and basic typing skills required
- Basic use of the Microsoft Office Suite of programs
- Familiarity with other software programs (such ERP, CAD) considered an asset

### Physical Requirements

- Sight: Vision correctable to within normal ranges is essential for observation, inspection, preparing documents, etc..... Specific vision abilities required for this job include close vision, color vision, and ability to adjust focus
- Hearing: Hearing correctable to within normal ranges is essential for normal conversations, receiving ordinary information, etc..... Ability to communicate orally with customers, vendors, management, and coworkers is crucial. Regular use of telephones for communication is essential
- Touch: Use hands to finger, handle, or feel, reach with hands and arms. Good manual dexterity required
- Mobility: While performing this job, the employee is regularly required to stand, walk, use stairs, sit, and kneel. The ability to remain in a stationary position as well as the ability to move about the office and plant is required. Using a computer while sitting for extended periods is common
- Strength: No heavy lifting is expected. The employee may occasionally lift and/or move up to 80 pounds.
- General: Must be capable of wearing personal protective equipment necessary to comply with government and company safety standards whenever engineered methods of reducing hazards or physical requirements cannot be reasonably accommodated

### Certificates / Licenses / Permits

- Mobile Equipment Operator and First Aid certification considered an asset

### Academic achievements:

- Grade 12 or equivalent
- Post-secondary courses in quality, such as ISO 9001 considered an asset

### Work Experience:

- 2 years' previous experience providing Quality Control support (within a manufacturing environment) using precision tools and instruments, equipment and gauges to accomplish verification of conformance to technical data
- Experience with: coordinate measuring machine (CMM), spectrophotometer, coating inspection equipment, fabric inspection equipment all considered an asset