



SilcoTek Corporation Quality Control Technician Job Description

Department: Manufacturing	FLSA: Non-Exempt
Reports to: Quality Control Supervisor	Revision Date: 10/31/2022

Job Summary

The Quality Control Technician is primarily responsible for inspecting customer parts to ensure that they are received in full, free of damage or other issues that may impact the coating process; a high attention to detail is required to perform visual inspections with and without analytical measuring equipment. The Quality Control Technician must have the ability to follow instruction, accept corrections, contribute ideas, and work well as part of a team.

Duties/Responsibilities

- Perform visual inspection of parts to ensure the criteria is met.
- Work closely with other departments/ teams to clarify processing guidance and discrepancies.
- Identify defects using a high level of attention to detail.
- Analyze reports to determine if controls were met and processes ran as intended.
- Verify the product and quantities match the work order.
- Perform inspection using analytical measuring equipment.
- Understanding of metal alloys as it pertains to the conformance of our process.
- Assist in the development and implementation of process improvements to increase productivity or to produce a higher quality product.
- Attend and participate in departmental /team meetings.
- Adhere to SilcoTek's safety codes and regulations.
- Additional duties as assigned.

Required Skills/Abilities

- Knowledge of Manufacturing Workflow, i.e. Work Orders, Sales Orders, Operating Procedures and Work Instructions



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- Knowledge of ISO Standards
- Knowledge of 5S practices and procedures
- Knowledge of inspection processes
- Able to work with various chemicals
- Excellent organizational and time management skills
- Ability to work in fast paced environment, resilient
- High level of attention to detail required
- Good communication skills
- TEAM Oriented
- Able to operate basic equipment
- Able to read drawings of customer-supplied parts
- General knowledge of computer system functions and use, including basic computer skills (Word and Excel)
- Knowledge of safety requirements & safety equipment use.
- Ability to read Safety Data Sheets

Education and Experience

High school diploma or equivalent required.

2-3 years' experience in an ISO certified manufacturing environment preferred.

Fork truck and overhead crane experience preferred.

Experience with machined parts preferred.

Work Environment / Physical Requirements

Significant lifting, carrying, pushing and/or pulling; frequent stooping, kneeling, crouching, and/or crawling

Must be able to move up to 20lbs on a regular basis, and objects up to 100lbs occasionally.