



Quality Assurance Technician – Position Description

Reports To: QA Technical Lead

Hours: Mon-Fri, 7:00am to 3:30pm

Corporate Mission Statement

Our mission is to provide the highest quality products and manufacturing services, delivered on time. We are committed to continuous improvement and to conducting business with integrity.

About Us

Our work environment is fast-paced, energetic, productive, and fun. We take tremendous pride in our work, in our relationships, and in the numerous ways we serve our customers. The Hirsh Team is a family – we encourage each other and celebrate one another’s victories and accomplishments.

Position Summary:

The Quality Assurance Technician is responsible for the daily inspection tasks required to support manufacturing production. Being a member of this team, you are responsible for performing inspections to assure the highest level of quality products and services are produced in accordance with the Quality Management System.

Breakdown of Responsibilities:

- Quality Lab Production Support – 60%
- Operations and Team Support – 40%

Specific Duties and Responsibilities:

Quality Lab Production Support

- Use the systems / QA Scorecard to prioritize tasks, assuring priorities are executed according to schedule.
- Operate CMMs to perform in-process inspections.
- Perform First Article, manual and receiving inspections using measuring equipment and systems.
- Prepare and tear down inspection equipment kits.
- Maintain a clean and organized inspection laboratory. Adhere to the weekly cleaning schedule.

Operations and Team Support

- Analyze and communicate inspection results between Quality and Manufacturing.
- Understand and teach the proper use of inspection concepts, tools, techniques, processes, and their application.
- 1Factory – Assist with managing QC plans.
- Zeiss CMMs and Calypso - Working knowledge of operation and programming.
- PCR’s - Review Process Change Requests and assist with updating QC plans.
- Perform spot checks and walk arounds on the production floor.
- Mentor and support team members. Assist in the initial 2-week on boarding training program.



Desirable Knowledge, Skills and Attributes:

- Positive cheerful "Can-do!" attitude.
- Dedicated and reliable work ethic.
- High attention to detail, organizational, and communications skills.
- Ability to communicate and interact professionally with all team members.
- Ability to read, analyze, and interpret engineering drawings and technical procedures.
- Zeiss / Calypso (or equivalent CMM) operating and programming experience.
- Working knowledge of Geometric Dimensioning and Tolerancing.
- Understands that we succeed as a team, not a one-person show.

Desirable Education and Experience:

- Minimum 2 years of experience working in a quality / manufacturing environment.
- ASQ quality certification.
- Degree in Quality, Mechanical, Industrial engineering or equivalent.