Job Posting – Quality Inspector

Job Identification

Job Title: Quality Inspector (Afternoon Shift)
Division: Bailey Metal Products Limited – Concord, ON
Department: Quality
Reports to: Quality Manager
Revised: October 8th, 2019

Job Purpose Summary

The Quality Inspector will perform duties to facilitate the manufacturing of Bailey Metal Products’ products to specification. The Quality Inspector will be working within a team environment to ensure all aspects of production are completed effectively to meet the necessary quality and safety standards. The Quality Inspector functions in a support role to all other departments.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

Document Control
- Document creation and control. Keep all hard copy and electronic forms up to date and dated accurately.

Audits
- Random Spot Audits to raise awareness of Quality. This can take the form of auditing a specific Bailey Process Map, or can be a general audit of an item such as incoming, in-process or final inspections, warehouse control, traceability.

Training
- Training of all applicable personnel and departments in the Quality Management System (QMS) including the Quality Manual and Quality Instructions.
- Training of all appropriate staff in all departments as Bailey Processes are created revised and finalized raising the level within their Division.

In-Process Inspection
- Lab testing of slit Paper as produced by the Paper Slitter
- Lab testing of PaperBead product (i.e. testing for heat, humidity, etc.)
- In-process testing of PlatinumPlus product and process to ensure continued adherence to established quality standards.

Calibration
- Responsible for the control and maintenance of all inspection, measuring and test equipment.
- Maintain calibration of all test equipment on an ongoing basis.

Internal NCR
- Creation of Internal Non Conformance Reports.

Data Analysis
- Analyze and report findings and make recommendations.

Continuous Improvement
- Continuously improve existing Bailey Processes and Development of new ones as required.

Record and Data Retention
- Filing all completed documents in an organized manner both hard copies as well as electronically.

Strategy and Communications
- Provide status updates on issues in work functions.
Communicate and liaise with all departments.
Monitor QA system and advise Corporate Quality on system performance; publish statistics regarding performance against set goals.
Support new product development.

Expectations
Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
Understand, support and adhere to the company’s health and safety policies, programs and procedures by communicating and promoting health and safety awareness.
Participate in the company’s quarterly inventory count.
Other duties as assigned by the Quality Manager.

Quality

- 2-3 years of experience in a manufacturing plant environment preferred.
- Completion of college or university degree/diploma preferred.
- Basic understanding of inspection process and procedures.
- Proficiency in Microsoft Office (Word, Excel, Outlook, etc.)
- SAP experience would be considered an asset.
- Ability to analyze data.
- Perform basic technical analysis/troubleshooting.
- Ability to read and interpret blueprints/technical drawings.
- Exceptional organization and time management skills, along with the ability to work with a high degree of accuracy.
- Exceptional written and verbal communication skills.

Working Conditions / Physical Demands

- Ability to sit and stand for prolonged periods of time.
- Able to lift materials up to 50 pounds.
- Ability to work on the production floor, mostly in a standing capacity.
- Plant environment including an exposure to heavy equipment, fumes, and dusts; PPE required.