

## Receipt Inspector Position Description

<b>Department:</b> Quality Assurance	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Receipt Inspection Lead	<b>Date:</b> 01/10/2018

### Primary Function:

Inspects products received by Premier Technology which are manufactured or processed by suppliers for government and commercial use, to ensure compliance with contract specifications.

### Essential Duties and Responsibilities:

- Examines articles for defects and sorts articles according to extent of defect.
- Inspects product to determine compliance with order specifications, company's quality control system for compliance with legal requirements, and shipping and packing facilities for conformity to specified standards.
- Attaches identification data onto product.
- Records non-conformances causing goods to be returned.
- Unpacks incoming shipments.
- Confirm incoming items meet that which is specified in the code, procedures, and/or customer's specifications.
- Interact with Premier Technology, Inc. suppliers to resolve conflicts or non-conformance.
- Control receiving documentation, including material test reports, certificates of conformance, material analysis data, etc.
- Other duties may be assigned.

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

### Minimum Qualifications/Experience:

One year related experience in equivalent inspection or testing activities; or High school diploma or general education degree (GED) and six months related experience and/or training; or Associate degree and three months related experience and/or training.

Ability to verify material size, grade, type, etc. including documentation verification against code or standard requirements.

### **Additional skills**

To perform this job successfully, an individual should have knowledge of spreadsheet software and word processing software.

Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Other Qualifications**

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk; sit; climb or balance and talk or hear. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

### **Work Environment**

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually loud.