

September, 2020

Job title	Internal Quality Control (IQC) Specialist
Reports to	Director of Operations

Job purpose

- This role is designed to ensure that the many IQC and Operations functions conducted within ExsoMed reach successful outcomes; that milestones are met, resources managed, communication remains consistent and process is followed
- The job of an IQC Specialist is to:
 - Ensure all raw and finished goods delivered into, and sent out from, ExsoMed passes all quality requirements at the highest level
 - Communicate both internally and externally about product status, movement, and quality
 - Seek continuous improvement opportunities in inspection and management of product supply chain
 - All duties and responsibilities included in the job description
- This role requires industry experience, expertise, and the application of judgment based upon these factors for the execution of successful projects for ExsoMed

Duties and responsibilities

- Enterprise Resource Planning (ERP) transactions (receiving, transferring)
- Preparation of work space
- Physical inspection of components
- Documenting inspection results using ExsoMed provided forms
- Ensure gauge equipment used for inspection is within calibration date
- Physical review of supplier provided documentation (e.g. CoC, Material Certificates, Process certificates [cleaning, passivation, anodization, heat treatment, sterilization])
- Initiate non-conforming report when defects are identified
- Quarantining defective product
- Signing inspection reports
- Assist engineering and quality as needed in enhanced part inspection
- Maintain inspection related files
- Support of product fulfillment as necessary
- Perform other routine and non-routine functions as assigned by management
- Collaborate with other members of the ExsoMed team to continuously improve operational performance

The Ideal

You are someone who:

- Is skilled at listening to what other people are saying, taking time to understand the points being made, asking questions when appropriate, and allowing others to speak without interrupting them
- Builds mutual trust and encourages respect and cooperation among team members
- Inspires loyalty and trust, handles oneself ethically following core values and beliefs
- Contributes to a culture of excellence, empowerment and constant learning
- Delivers clear, consistent communication to department heads and teammates
- Enthusiastic, energetic and imaginative
- Approachable, outgoing and diplomatic
- Highly organized and flexible
- Comfortable both leading and working as part of a team
- Demonstrates awareness of the holistic business situation
- Works until the work of the moment is done
- Demonstrates diplomacy and patience when it comes to challenging situations with internal and external teams and stakeholders
- Demonstrates superior prioritization skills and ability to change focus rapidly within a given day
- Has ability to develop creative solutions to problems

Qualifications

Qualifications include:

- Experience in small part inspection - Medical device part inspection is a plus
- Familiar with line clearance and workspace preparation
- Ability to read and understand Engineering drawings
- Basic understanding of Geometric Dimensioning and Tolerancing on drawings
- Familiar with use of common inspection tools - Pin gauges, Calipers, Micrometers, Go/No-Go gauges
- Good understanding of gauge resolution and calibration
- Able to follow procedures to perform all required duties
- Familiar with AQL sampling plans
- Basic math and computer skills

Compensation

- Compensation based upon experience
 - Position is hourly and full-time
 - Position offers all other benefits as defined in ExsoMed employee handbook, including health insurance, paid time off (PTO), etc.