

## Job Description for: **Quality Control Inspector**

### **POSITION SUMMARY**

BIT Group is seeking a Quality Control Inspector, who will be responsible for incoming inspection of electro-mechanical parts and product inspection.

### **ABOUT THE COMPANY:**

BIT Group is the leading resource for turnkey development and manufacturing of IVD instrumentation and complex life science products. Our senior staff members have an average of fifteen years' experience in the industry, each with a long history of successfully developing and manufacturing medical devices, in vitro diagnostic instruments and bioresearch platforms.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs dimensional/functional inspections and tests sample product to established sampling plans. Perform first article inspections audit and release of finished goods to inventory. Evaluates in-process and finished assemblies and sub-assemblies against quality requirements
- Generate non-conforming material reports (NCFR) and participate in material review board (MRB) for non-conforming materials.
- Review device history records (DHR) and quality-related documents for accuracy and completeness;
- Perform QA and related activities as assigned; perform routine quality audits of controlled manufacturing area for material identification, traceability, equipment calibration, etc.
- Meets company standards for attendance, safety, housekeeping and all personnel policy requirements
- Initiating and/or making suggestions to improve working processes or product i.e., quality, productivity, etc.
- Performs other tasks as assigned

### **JOB QUALIFICATIONS**

- High School Diploma
- Experience in medical device manufacturing environment
- Previous Quality Assurance experience required
- Ability to read and use work instructions, schematics and blueprints
- Ability to generate written quality records and reports
- Familiarity with GMP and/or ISO requirements preferred

**INTERPERSONAL SKILLS:**

- Demonstrated ability to work in a team environment
- Strong communication skills (verbal and written)
- Demonstrates accuracy and thoroughness
- Approaches others in a tactful manner
- Displays willingness to make decisions;

**BENEFITS:**

BIT Group achieves excellence in organizational development by encouraging the professional and personal growth of our employees. Our commitment to the health and happiness of every employee is demonstrated in the following programs:

- Comprehensive medical, prescription drug, dental, and vision insurance for employees and dependents
- Company paid life and AD&D insurance
- Voluntary (employee paid) supplemental life, AD&D insurance for employee, spouse, and children
- Company paid short term disability
- Company paid long term disability
- 401(k) pre-tax and Roth employee contributions
- 401(k) "Catch Up" contributions for employees age 50 and over
- Flexible Spending Accounts (health care, dependent care)
- Discount tickets to Southern California attractions
- Employee celebrations and events throughout the year

BIT Group is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action-Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.