



Job Title: Quality Control Engineer – Incoming Inspection

Summary: The Quality Control Engineer ensures that quality standards are met in accordance with a written quality control and assurance program, standard operating procedures, and work instructions. He/she works on routine **incoming inspection** tasks, physically checking dimensional acceptance using a range of industry standard measuring equipment, and visually checking for cosmetic condition.

Essential Functions: Inspects incoming purchased parts, assemblies, accessories, and materials for conformance to specifications, using precision measuring instruments and devices: Examines items for defects in materials, work, and damage occurring in transit. Compares quantity and part number of items received with procurement data and other specifications to ensure completeness and accuracy of order. Inspects and measures items for dimensional accuracy, fit, alignment, and functional operation, according to blueprints (mechanical and electrical schematics), parts manuals, and other specifications, using precision measuring instruments and devices. Approves or rejects items, and records inspection and disposition information. Perform all needed inventory transactions in MRP system. Generates and stores device history documentation. Maintain and control calibration database. Provide engineering recommendation on improving the product and process quality. Develop, review and update quality control and assurance procedures. Perform other duties as required.

Supervisory Responsibilities: All employees in instrument production, incoming QC, shipping and receiving stock room and supporting functions.

Success Factors: Ability to communicate effectively with all levels of technical and professional personnel. Excellent problem-solving skills. Extremely adaptable to change. A hands-on approach that encourages improvement. High attention to detail, ability to troubleshoot drawings and specs.

Minimum Qualifications/Education: Required experience in, and be able to demonstrate the ability to perform, QC incoming inspection tasks for mechanical assemblies and singular sheet metal/machined parts. Must be able to utilize calipers and other measuring gauges & equipment, to check physical dimensions, tolerances, and visual conditions of parts for acceptance or rejection. Broad knowledge of a discipline involving the use of QA/QC knowledge



equivalent to a 2-year college education. Several years of incoming inspection experience in a similar environment.

Computer Skills: Able to navigate through MRP system and the network to find purchase orders, vendor information, open, print drawings and specifications. Must be able to run and print reports using the MRP system and Microsoft Office applications.

Work Environment: QC Lab/Warehouse.

Physical Requirements: Must be able to meet National Institute for Occupational Safety & Health (NIOSH) Standards.

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