

Job Description

Quality Analyst



Job Location	Employment Type	Pay Scale	Work Schedule
Decatur, IL 62521	Full-Time / Hourly	\$17.50 to \$25.00	Monday – Friday, 7:00 am to 3:30 pm

Job Summary

A Quality Analyst is responsible for ensuring that our products meet the required quality standards and specifications throughout the manufacturing process. Our Quality Analysts analyze, collect data, solve quality issues, and communicate information on quality and ISO objectives to other departments.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Duties/Responsibilities

- Guide the team in implementing corrective actions and ensure proper documentation and reporting at all organizational levels.
- Collaborate with customers, under the Quality Supervisor's guidance, to discuss any design, quality, or production issues.
- Understand quality standards to effectively train and instruct employees on our quality goals and objectives.
- Lead or assist in ISO Certification audits by reviewing manuals, procedures, and compliance, and recommending necessary changes to prepare for ongoing audits.
- Maintain accurate quality records, including forms, logs, and certificates of conformance in Aimnet and Epicor.
- Oversee customer-supplied equipment lists and ensure calibration schedules are up to date.
- Manage return material authorization (RMA) workflows in Aimnet and Epicor.
- Assist in creating quality plans, including process flow charts, first article inspection reports (FAIR), and control plans.
- Perform other duties as assigned.

Required Skills/Abilities

- Computer skills – Microsoft Office (Excel, Access, Outlook), Aimnet, and Epicor.
- Ability to read blueprints, use calipers, and use gauge pins.
- Strong attention to detail and manual dexterity for handling small components.
- Good communication skills and the ability to work collaboratively in a team environment.
- Strong visual acuity to perform visual inspection involving small defects and/or small parts, and the ability to determine accuracy, neatness, and thoroughness of work assigned.

Education/Experience

- High school diploma or equivalent. A bachelor's degree in quality assurance or a related field is a plus.
- Relevant certifications (e.g., Six Sigma, ISO, etc.) are a plus.
- Prior experience as a Quality Analyst or in a similar role within the electronics manufacturing industry is preferred but not required.
- Strong understanding of quality control methodologies and tools (e.g., Failure Mode and Effects Analysis (FMEA), Corrective and Preventive Action (CAPA), Statistical Process Control (SPC), etc.) is preferred but not required.

Physical Demands/Working Conditions

- Stoop down to complete work tasks occasionally.
- Kneel and/or crouch to complete work tasks on a rare basis.
- Extend your hand(s) and arm(s) in any direction at any height occasionally.
- Remain sitting in a stationary position for prolonged periods frequently.
- Moving about to accomplish tasks, particularly for long distances or moving from one workstation to another occasionally.
- Pushing and/or pulling objects of varying weights in all directions frequently.
- Lifting objects up to 20lbs frequently and objects up to 50lbs occasionally.
- Use of finger dexterity, ability to grasp, and ability to differentiate size and shape with fingertips frequently.
- Frequent repeated motions that may include the wrists, hands, and/or fingers.
- Frequent communication with others to exchange information.
- Occasional exposure to machining hazards, specifically proximity to electrical currents when performing tests on circuit boards. ESD safety gear is provided.
- Occasional exposure to hazardous materials, specifically chemical hazards in the form of cleaning materials.

Benefits

- Insurance (Medical, Vision, Dental, etc.) available after 60 days of employment.
- Paid holidays and 1-week Vacation time available after 90 days of employment.
- Traditional/Pre-Tax or Roth 401(k) options with company matching available after 90 days of employment.