



Quality Engineer Assistant

Date:	January 3, 2019	Job Family:	Administrative
Department:	Quality	Job Group:	Office
Reports to:	Manager of Quality Services	OT Status:	Non-Exempt
Location:	Monticello, MN	Relocation Available:	No
Openings:	Full Time		

Job Summary

The Quality Engineer Assistant will support and assist the Quality Engineers with processes to meet UMC's quality standards.

Essential Functions & Competencies

The primary duties and responsibilities of the Quality Engineer Assistant consists of but are not limited to:

- Responsible for pulling submissions, certifications, and documents as required
- Responsible for scanning documents and entering data into systems
- Provide data and paper work to shipping department as needed
- Assist in the process of dispositioning non-conforming products
- Assist in identifying inspection characteristics and criteria by marking up blueprints
- Data mining and data mapping
- Follow processes for moving parts on to next operation
- Create first article inspection reports by verifying and documenting characteristics against drawings
- Use and read measurement instruments; calipers, micrometers and pin gages etc.
- Must be able to meet customer demand requirements for performing visual inspection and/or other product acceptance activities with or without accommodation
- Exhibit a working knowledge of health and safety, responsible for safety awareness, while upholding and improving the culture of safety within the organization. Identify opportunities for improvement and take action if appropriate, before a problem occurs. Report potential hazards, unsafe working conditions, unsafe equipment, unsafe acts, and injuries immediately
- Other tasks as assigned

Qualifications

- High School Diploma or equivalent
- Two year or Technical Degree a plus
- Previous experience in manufacturing with emphasis on Quality is a plus

Accountabilities

- Accountable for gathering all required Customer documentation for shipping

Authorities

- Authority to stop manufacturing process if necessary

Competencies

- Excellent communication skills (written and verbal)
- Ability manage multiple tasks at single time while maintaining high level of quality
- Mechanical Aptitude
- Excellent problem-solving skills
- Ability to prioritize critical needs in a fast-paced environment
- Good time management skills
- Strong Attention to detail
- Excellent computer skills including experience with Microsoft Office; specifically, Excel

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