

Job Title: Inspection Assistant  
Reports To: Lead Inspector

Summary: Entry Level Position. Assists Lead Inspector in Daily Operations of Inspection Department

Qualifications:

- High School Diploma or Equivalent
- Ability to use Microsoft Word and Excel
- Ability to read and understand Blueprints and Routers/Travelers
- Ability to understand Geometrical Dimensions and Tolerances (GD&T)
- Excellent communication and basic math skills
- Knowledge of proper use and interpretation of measuring tools and gauges
- Commitment to excellence and high standards
- Strong organizational and problem-solving skills
- Ability to manage priorities and workflow
- Versatility, flexibility and a willingness to work within constantly changing priorities and enthusiasm
- Acute attention to detail
- Ability to understand and follow written and verbal instructions
- Ability to understand any and all safety requirements and cautions
- Ability to perform physical labor as necessary
- Self-Motivated and Positive Attitude
- Reliable transportation

Competencies:

- Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
- Quantity – Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly and efficiently.
- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability – Follows instructions, responds to direction; Takes responsibilities for own actions; Keeps commitments; Commits to overtime when necessary to reach goals; Completes tasks on time or notifies Supervisor with alternative.

Duties and Responsibilities:

- Maintain Calibration Records and Scheduling
- Balloon Customer Drawings for Inspection Reports
- Create Inspection Report Templates and fill in with Job Specifics when necessary
- Assist Lead Inspector with incoming and outgoing part inspection
- Maintain Inspection Records