

INTERNAL POSTING

Job Title:	QC Assistant	Job Code/Req#:	2018-02-28VAN
Location:	Vancouver, BC	Travel Required:	No
HR Contact:	Steve Rhodes	Position Type:	Full time 40 hrs. per week 7:30AM - 4:00PM
Date Posted:	February 28, 2018		
Posting Expires:	March 14, 2018		

Please drop off, fax or email resume and cover letter to:

778-732-0688 or stever@sanmarcanada.com Subject Line: QC Assistant #2018-02-28VAN

Job Summary

QC Assistant

Reporting directly to the Purchasing Manager, the role of the QC Assistant is to maintain quality standards by approving incoming materials, in-process production, finished products; and recording quality results.

Responsibilities

- Approves incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials.
- Approves in-process production by confirming specifications; conducting visual and measurement tests; communicating required adjustments to Product Development Team.
- Approves finished products by confirming specifications; conducting visual and measurement tests; returning products for re-work; confirming re-work.
- Documents inspection results by completing reports and logs; summarizing re-work and waste; inputting data into computer.
- Keeps measurement equipment operating by following operating instructions; calling for repairs.
- Maintains safe and healthy work environment by following standards and procedures; complying with regulations.
- Maintains colour band/sample swatch catalogue.
- Accomplishes quality and organization mission by completing related results as needed.
- General cleanliness of QC area of shipments.
- Other duties as required.

Skills/Qualifications

- Consistently meets or exceeds department expectations for productivity levels.
- Must maintain an excellent attendance and punctuality record. Must be reliable and available at assigned shift.
- Offers up to date and accurate information to co-workers and team members.
- Follows SanMar Canada Policy and Procedures as outlined in training manuals, online, the employee handbook and other available resources.
- Ability to work with and keep a positive, supportive attitude towards the Company, job, & co-workers.
- Ability to maneuver effectively and efficiently through all computer systems as trained.