

## **JOB DESCRIPTION**

**TITLE: Receiving Inspector**  
**DEPT.: Receiving Inspection**

**REPORTS TO: Group Leader**  
**STATUS: Non-Exempt, Range 1**

### **PURPOSE OF THE POSITION**

To ensure material purchased by Altron Inc. for our customers is acceptable per customer specifications.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Must accurately read and comprehend documentation relating to material/production
- Inspection of material per customer specifications for workmanship, dimensions, tolerances and usability, using FIFO System
- Release accepted material to Stock Room, within three days of receipt
- Record inspection results. Keeps accurate and detailed records
- When material does not meet customers specifications, reject the material, and inform the buyer of discrepancy for disposition.
- Maintain daily records
- Contribute to maintaining a safe work environment by following safety policies and procedures and by reporting any safety concerns and participate in the mini exercise stretch breaks to ensure a safe work environment
- Accountable for accepting responsibility for quality aspects of the job and actively participating in quality efforts by supporting Altron Inc.'s quality policy.
- Responsible for compliance to Altron's Quality Management System and other regulatory and statutory requirements as required by the customer
- Authority to stop material from release when nonconformances are noted, and immediately notify their Group Leader or Supervisor
- Accountable for accepting responsibility for continuous on the job training by actively participating in training put on by designated Altron employees and/or any outside service

### **JOB SPECIFICATIONS**

- Education: High school diploma or general education degree (GED)
- Experience: Basic mathematics required. Basic knowledge of electronic components and computer skills helpful.
- Physical Demands: the employee is regularly required to sit and/or stand while performing motions requiring high manual dexterity for up to 8 hours per day. Must regularly lift, push and pull 10 to 45 pounds. Specific vision abilities required include close vision, color vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Mental Demands: Reading documents s/a blueprints, specifications, basic skills, and detailed work. Verbal and written communication, customer contact.
- Equipment Used: Calculator, hand tools, calipers, gauges, telephone, computer, ruler, copier, ohm meter, LCR meter, microscope, scales, reel-to-reel counter.

\* This Job Description is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

I have received a copy of my job description and I am aware of my responsibilities and authorities.

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Employee's Signature

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Date