



Sherex Fastening Solutions  
Sherex Akron  
850 Moe Drive  
Akron, OH 44310

## Sherex Akron Job Description

### Manufacturing Quality Technician

**Summary:** Inspect, test, and sample materials or assembled parts or products for defects and deviations from specifications. Discuss inspection results with those responsible for the products and recommend necessary corrective actions. Responsible for quality system and control plan compliance. Assist other Quality Technicians with other aspects of quality system as appropriate. Maintain current certified Quality System and coordinate all aspects of Production Part Approval Process (PPAP) and International Material Database System (IMDS) submittals.

Department: Quality  
Supervisor: Quality Manager

#### **Essential Duties and Responsibilities:**

- Conduct incoming inspections for all materials and maintain records for same; coordination and priority as set through Quality Technician.
- Perform inspections of production parts and assemblies per the control plan and maintain records for the same. Frequency and sampling plans determined by the control plan. Recommendations for control plan amendments should be directed to the Quality engineer.

Maintain aspects of current certified Quality System as required, including but not limited to:

- Assist Quality Manager and plant personnel, all non-conforming material reports (NCR) and return goods authorizations (RGA) generated from both customers and internally.
- Assist in preparation of company efforts for Recertification Audits for current or new Quality Systems, including corrective actions.
- Assist the Quality Manager in maintenance of the gage systems in the plant , including performing Gage R&R studies as needed.
- Assist in coordination of Customer Quality Surveys
- Key contact with customers on all issues relating to quality to assure all our customers' expectations have been met.
- Assist in Production Part Approval Process (PPAP) preparation and submittal.
- Coordinate all aspects of International Material Database System (IMDS) submittal



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### **Qualification Requirements:**

#### **Education**

- 2 or 4 year technical degree preferred or relevant experience is acceptable

#### **Experience:**

- N/A

#### **Language Skills**

- Ability to read and write English to maintain records and create reports for various purposes.
- Ability to effectively present information and respond to questions in one-on-one and group situations involving employees, suppliers, and the public.
- Mathematical/Analytical Skills:
- Basic math skills, ability to use conversion formulas.
- Other skills and Abilities:
- Competence in the use of measurement instruments.
- Basic mechanical aptitude.
- Some computer skills.

#### **Reasoning Ability:**

- Ability to apply common sense understanding to carry out detailed written and oral instructions.
- Ability to deal with problems involving several variables in standardized situations.
- Ability to review data, draw conclusions and make suggestions based on data.