



Job Title: Quality Control Assistant

Job Location: Los Angeles, CA

Summary of Position:

Assist the Quality Control Manager in inspecting all aspects of production. This position's primary goal is to maintain a high level of quality control for our entire inventory/products. Review, track, and document the quality control progression of assets to the final delivery.

Job Description:

- Work with the Quality Control Manager to ensure a high level of quality on all products
- Maintain quality systems to review new and returned products
- Maintain and schedule calibration of equipment
- Keep up to date with all schedules
- Write standard procedures
- Prepare reports and inspection forms

Requirements:

- High School Diploma or Technical Trade Certification
- Ability to read and interpret blue prints
- Ability to read dial calipers, micrometers and other inspection tools
- Excellent computer and writing skills
- A minimum of 1 years experience in a quality function is a plus