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