



## **POSITION DESCRIPTION**

**POSITION TITLE** : Quality Inspector /K4449

**DEPARTMENT** : Quality Department

**CLASSIFICATION APPROVED BY** : HRD

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO** : Senior QA Coordinator

**POSITIONS SUPERVISED** : Nil

### **POSITION PURPOSE**

Perform inspections, checks, tests, and sampling procedures of incoming finished goods, components and accessories used in the manufacture and retail sale of cosmetic products. Perform review of History Records for release of finished goods.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Perform inspections of accessories, subassemblies or finished company products according to well defined criteria using standard, physical, mechanical and/ or electrical measurements.
- Advise rework or reject of subassemblies or finished products as required.
- Conduct and document process and system audits using written procedures as audit standards.
- Accurately document the result of inspections and testing.
- Maintain all controlled document files and test records in a timely and accurate manner.
- Coordinate calibration of all test equipment and fixtures.
- Maintain critical equipment and instrumentation to ensure proper operation and calibration.
- Participate in the construction and/or revision of systems for the inspection function.
- Assist in the writing and updating inspection procedures, protocol and checklists.
- Evaluate problems and make initial recommendations for possible corrective action.
- Communicate with internal departments and suppliers to provide feedback regarding product quality improvements.
- Perform review of History Records and other documentation for compliance to established procedures and Good Documentation Practices.
- Issue reports from existing inspection records regarding to supplier performance.
- Maintain company standard approval system to assist with product inspections

### **PERSONAL CHARACTERISTICS:**

- Detailed oriented
- Flexible
- Self motivated

### **PERFORMANCE MEASUREMENTS**

- Accurate evaluation of quality shipments received in the warehouse.
- Compare and confirm consistency in quality and workmanship against the target samples.



### **QUALIFICATIONS\REQUIREMENTS:**

- High School Diploma or equivalent
- Must have good English written and verbal communication skills
- Good arithmetic skills are required
- Mechanical aptitude desired
- 2+ years Quality Control experience in Receiving Inspection is preferred
- Working knowledge of measurement instruments
- General proficiency of Microsoft Excel and Microsoft Word
- High attention to detail

### **COMPETENCY REQUIREMENTS**

**The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated**

**(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)**

- |                          |     |
|--------------------------|-----|
| • Integrity and Trust    | - 1 |
| • Team Work              | - 1 |
| • Managing relationships | - 1 |
| • Job Knowledge          | - 1 |
| • Valuing Diversity      | - 1 |

**Department Head:** .....

**Employee:** .....