



Quality Assurance Inspector West Chester, PA

We are seeking a detail-oriented and experienced **1st Shift Quality Assurance Inspector** to join our team. The ideal candidate will play a crucial role in ensuring that our products meet the highest quality standards. This position involves conducting inspections, performing audits, and collaborating with various departments to maintain compliance with industry regulations and internal quality guidelines.

This role will initially be located at our King of Prussia Facility until business and new project needs require it to relocate to West Chester on a regular basis. This role will require flexibility in working at both the King of Prussia and West Chester Facilities permanently and willingness to work other shifts, overtime and occasional weekends as necessary.

Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Key Responsibilities/Deliverables:

- Work with specifications to determine inspections and tests required of materials and components to be accepted into the facility
- Complete In Process Inspection Quality Checks and record results
- Be willing to learn other Good Manufacturing Practice activities such as incoming inspection of components and sample retention processes
- Work with specifications and controlled documentation to perform the identified inspections for manufacturing, assembly, and packaging and record results
- Communicate issues and failures with the line supervisors and Quality Assurance Manager
- Review and approve batch records, line clearance, and 1st quality checks/samples
- Review the released product and finished goods documentation
- Review and approve Device History Records and assist in the release of finished goods/ components
- Assist the Quality Assurance Manager with inspections of compliance to Good Manufacturing Practices and regulations throughout the facility
- Serve as role model for Good Manufacturing Practice compliance
- Perform documentation control checks, specification control checks, and equipment calibration checks.
- Organize and maintain working documents
- Assist with troubleshooting root cause analysis
- Provide added compliance support and monitoring
- Assist Quality Assurance Manager with administrative support
- Assist in training new inspectors

Skills:

- Ability to perform and record inspections and observations accurately.
- Ability to engage in constructive discussions with production leadership
- Ability to demonstrate highly conscientious work performance
- Demonstrate general working knowledge of Word and Excel
- Demonstrate ability to work under pressure with accuracy and efficiency

- Demonstrate ability to be part of multi-functional team.
- Ability to evaluate quality control and quality assurance statistics.
- Ability to plan workload and remain flexible if changes are required due to demands
- Must be detail oriented
- Must be willing to work overtime or off shift if necessary
- Must be willing to travel locally to assist at other facilities as needed
- Must be able to read, write and speak fluent English

Physical Requirements:

- While performing the duties of this job, the employee regularly works in a warehouse/manufacture setting.
- Must be able to stand for long periods of time
- Must be able to lift 25-30 lbs.
- Must be able to handle strong odors

EEO

Havpak, Inc. is an equal opportunity employer that does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. Our goal is to be a diverse workforce that is representative of our customers and communities. We are committed to building a team that is inclusive of a variety of backgrounds and perspectives.