

## **PhiBer Manufacturing**

### **JOB DESCRIPTION**

March 26, 2025

**POSITION TITLE:** Quality Control Specialist

#### **SUMMARY OF THIS POSITION**

Under the supervision of the Operations Manager, the incumbent will work individually and with the production/engineering teams to maintain and improve PhiBer product and parts quality control process. The role involves inspection of production processes and parts to ensure they meet PhiBer's quality standards and other applicable manufacturing standards.

The hours for this position are Monday – Thursday, 7:00 AM – 5:30 PM (40 hours/week)

#### **LOCATION:**

The job will be carried out on-site in Building A, 108 New Hope Drive, Crystal City, MB.

#### **OUTLINE OF DUTIES**

1. All Employee duties as described in PhiBer's Policy Manual.
2. Quality Control Assurance
  - Read drawings and technical documents for parts specification.
  - Perform regular and random inspections/tests on production parts.
    - Ensure adherence to quality standards.
  - Perform regular and random inspections on final products using quality control (QC) checklists.
    - Ensure adherence to quality standards.
    - Perform final product audits.
  - Identify and contain non-conforming parts.
  - Collaborate with production/engineering teams to address quality concerns.
3. Quality documentation
  - Document quality inspection findings.
  - Document and track non-conforming parts.
    - Scrap production parts
    - Supplier parts
  - Develop and improve quality Standard Operating Procedures (SOPs).
4. Continuous Improvement and Communication
  - Collaborate with relevant production/engineering teams to implement corrective action.
  - Provide feedback to management on process improvement.
  - Research and participate in quality improvement initiatives.
    - Improve QC checklists as needed.
5. Perform other duties as assigned.

It will be the incumbent's duty to carry out their tasks in the most efficient and productive way possible.

## **SKILLS AND KNOWLEDGE**

### **Knowledge Requirement**

1. Previous Quality Assurance experience in manufacturing
2. Experience with MS Office or related software
3. Mechanical knowledge
4. Electrical knowledge
5. Problem solving skills
6. Time management skills
7. Attention to detail

The ability to communicate well, in English, both verbally and in writing is required.

### **Comprehension and Judgment**

The work requires the ability to solve problems and to make independent decisions on a daily basis.

## **CONTACTS**

The position requires interaction with other employees. Sound judgment, politeness, respect, and courtesy must be exercised at all times.

## **PHYSICAL**

Work requires routine interaction with staff in design, sales, production, assembly and administration. It also involves sitting at a desk. Physical effort is required to organize and distribute components throughout the facility, including walking, lifting, and bending.

## **REMUNERATION**

### **BENEFITS**

This position would have access to

- Health – Comprehensive, includes vision care
- Dental – Basic coverage
- Retirement – Matching DPSP or TFSA, 2-year vesting period
- PPE benefits - \$300/year for full-time employees
- Annual vacation at 4% of gross earnings for the year; this is approximately 2 weeks per year. Any accrued vacation hours can be used at any time.