

NeoCoil, LLC is a leader in MRI coils and imaging accessories designed for better patient comfort and experience. Our focus, through innovation and precision, is to engineer and manufacture the highest quality coils and accessories for the medical industry. We are seeking an experienced **Quality Inspector** to join our team.

**We offer competitive benefits and flexible work schedule.**

- 3 weeks personal paid leave (starts on day one, access to full year pro-rated)
- 8 paid holidays (starts on day one), we are closed on all 8 holidays
- 2 floating holidays (prorated starts on day one)
- Health, dental vision benefits start first of the month after hire
- Company paid short term, long term and life benefits
- Voluntary overtime available
- 2 paid 15 min breaks, 30 min unpaid lunch (optional)
- Breaks and lunch can be taken anytime within reason
- Allow work time to be made up in the same work week.

**Position Responsibilities:**

- Investigate and document product non-conformance.
- Read and interpret drawings, specifications, and instructions to perform first article inspection, final, receiving, or assembly inspection.
- Utilizes total quality concept and procedures by using appropriate measuring and inspection instruments to ensure parts are within required tolerance.
- Prepares forms for routing, rework, quality status and the tracking of all items inspected. Perform tasks in a timely, safe, and accurate manner to avoid delays in operations.
- Provides guidance and technical assistance to others.
- Participate in inspection and documentation activities to support the service department
- Participate in customer complaints processing, ensuring all complaints are acknowledged and completed in a timely manner and identifying complaints that require escalation as a potential reportable event.
- Calibrates measurement and test equipment per internal, customer, national and international standards, and procedures.
- May assist in the training of inspectors and other employees in various facets of Quality Assurance.
- Other duties as assigned.

**Essential Skills and Experience:**

- High school diploma or equivalent, 2-4 years related experience and/or training, or equivalent combination of education in the medical device/electronics industry.
- Knowledge of medical device and/or pharmaceutical regulations (FDA, ISO).
- Strong process improvement mindset, passion for quality, attention to detail.
- Ability to interface with management and internal and external customers, responding in a professional manner.

- Technical aptitude - able to read and comprehend technical documentation, ability to comprehend and execute procedures, demonstrated understanding of system documentation.
- Demonstrated effective interpersonal and effective teamwork skills.
- Must possess excellent oral and written communication skills.
- Possesses consistent analytical and problem-solving skills/root-cause analysis.
- Assumes ownership for assigned tasks.
- Dependable, responsible, dedicated, and committed to fulfilling obligations.
- Adaptable/Flexible – is open to change in response to new information, different or unexpected circumstances, and/or working in ambiguous situations.

*Physical demands:* While performing duties of job, employee is frequently required to type, sit, stand; walk; talk, hear; reach with hands and arms; occasionally required to balance; stoop; and handle. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*NeoCoil LLC is committed to a policy of equal employment opportunity. The Company conducts all employment practices without regard to race, sex, color, religion, national origin, age, disability, protected veteran's status, sexual orientation or any other basis prohibited by law. NeoCoil participates in E-Verify.*