

All members of the company are to abide by the company's policies and procedures.

ANNEXURE A:

JOB PROFILE

1. POSITION	
Position title:	Incoming Quality Inspector
Department:	QA (IQC)
Reporting to:	Supplier Quality Manager
2. REQUIREMENTS	
Minimum education (essential):	Grade 12 / NQF 4
Minimum applicable work experience (years):	3 Years Practical Inspection experience
Required nature of applicable experience:	Quality Inspections, Incoming Quality Control – Mechanical/ Electrical/ Automotive/ Defence industries
Computer literacy (essential):	MS Excel (Basic) MS Word (Basic)
Computer literacy (suggested):	Microsoft Dynamics NAV
Language proficiency:	English
Other requirements:	<ul style="list-style-type: none"> ➤ Experience in complete visual and dimensional inspections of various parts and assemblies for workmanship, tolerances and usability. ➤ Good knowledge, hands-on proficiency, and techniques in using various mechanical measuring instruments and equipment such as thread gauges, micrometers, calipers etc. ➤ Ability to read technical drawings and to ensure products meet specifications. ➤ Knowledge and understanding of geometric tolerances. ➤ Attention to detail. ➤ Complete tasks meticulously / follow instructions. ➤ Good administrative, oral, and written communication skills.



	<ul style="list-style-type: none">➤ Mathematical literacy (Gr 12)➤ Basic computer literacy (Windows file search, MS Office, web browsing, e-mail)➤ Reliable, professional with excellent work ethic➤ Ability to pick up and move bulky objects safely (+/- 20kg)
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