

JOB DESCRIPTION

Title: Quality Analyst

Reports To:

Quality Assurance Manager

Work Hours:

Regular, Monday through Friday, 8:00 AM to 4:30 PM with 0.5 hour lunch break (40 hours per week)

Targeted Start Date: TBD

Roles and Responsibilities

- The Quality Analyst will thoroughly review and analyze data after customer testing has been executed.
- Review and correct (as applicable) datasheet entries for completeness and accuracy. This review will include ensuring tests are performed per contract requirements, examination of the test equipment list and calibration information, test data, time log and setup pictures.
- Generate temperature charts, optical data tables, etc., for incorporation into datasheets.
- Monitor active projects and ensure they are closed out in a timely manner.

Requirements (Special Knowledge, Education, Ability and Skills)

- Experience in working with military and industry environmental and electronic testing requirements. (MIL-Specs, ASTM, SAE, etc.)
- Experience in reviewing technical test data.
- Strong personal skills interacting with internal personnel
- Detail oriented
- Ability to multi-task and meet project deadlines
- Ability to work independently
- Self-directed and highly motivated with strong closure skills
- Strong MS Office experience with Word, PowerPoint and Excel
- Clear communicator (written and verbal)
- Ability to focus on deadlines and deliverables
- Well organized and detail oriented
- Comfortable dealing with complex testing data
- **US Citizenship or US Permanent Resident status is Required.**

Other Information

- The position will require the individual to work with project engineers, test technicians and other key personnel to ensure the successful completion of projects to customer satisfaction

Applications MUST be submitted through the Experior Labs website and must include a cover letter.
Please visit the following site to submit your application.

<http://www.experiorlabs.com/careers>