



**E-mail resume to: [Isharum@moreycorp.com](mailto:Isharum@moreycorp.com)**

**Website Address: [www.moreycorp.com](http://www.moreycorp.com)**

**100 Morey Dr. Woodridge, IL. 60517 USA**

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We are currently searching for the following salary position:

## **Supplier Quality Analyst**

### **JOB STATEMENT:**

Assures that inspection and verification of all incoming material is performed. This individual is responsible for the training of all new inspectors to the incoming department. Assures that inspectors verify for damaged parts, filing, examining prints against product supplied. The incoming supervisor assures that the job statement requirements for the incoming inspection persons are being performed to the requirements listed.

### **JOB DUTIES:**

1. Everything listed for incoming inspector.
2. Scheduling inspectors
3. Training inspectors
4. Reviewing inspectors work
5. Coordinating any assigned tasks
6. Co-ordinate rejections with TMC purchasing and supplier
7. Make phone calls to suppliers as required or directed
8. Interface with customers as required
9. Perform detailed explanations of the workings of the incoming department during customer visits
10. Performs other duties as needed by the Director of Quality

***This job description reflects the general duties of the job but is not a detailed description of all duties that may be inherent to the position. The Morey Corporation may assign reasonably related additional duties to individual employees consistent with policy as needed.***

### **JOB SPECIFICATIONS AND REQUIREMENTS:**

The following is preferred, but not mandatory, as determined by Senior Management or the Director of Human Resources.

- Should be neat and detailed-orientated and possess good written and verbal communication skills.
- The ability to read and write English, conform to and interpret written specifications and procedures.
- General knowledge to analyze product with the ability to use caliper, micrometer and measuring devices necessary.
- Should be able to read prints.
- Knowledge of basic statistical Techniques.
- Internal audit training by an individual who has received internal auditor training through an IRCA or RAB certified course.
- Good written and verbal communication skills.
- Good listener but inquisitive and not afraid to challenge answers to questions.
- Thorough, detail oriented and demonstrate strict conformance to documented requirements in their primary job role.