

Quality Assurance Technician

Updated October 19, 2011

Belmark, Inc

600 Heritage Road – P.O. Box 5310
De Pere, WI 54115-5310

Quality Assurance Technician

Hours are 3pm-3am (3 on, 1 off, 3 on, 7 off)

Work 36 hrs per week, paid for 40 hrs

1 Position available

Skills and Abilities Needed

Excellent problem solving skills

Ability to add, subtract, multiply and divide whole numbers, decimals and fractions.

Ability to use a ruler

Must understand people and be able to communicate and work effectively with them.

Ability to work independently or as a team

Ability to manage projects and time efficiently

Ability to give, receive and analyze information

Ability to operate a computer

Ability to operate all quality control equipment

Ability to meet deadlines, may be required to work overtime.

Knowledge of and the ability to effectively utilize the English language

Principle Duties and Responsibilities

1. Verify Performance through in-process and finished product testing including:
 - a. Gas chromatography testing of solvent based printing inks
 - b. Adhesive coating weights
 - c. Repeat length
 - d. Varnish performance
 - e. Heat resistance
 - f. Interlayer adhesion
 - g. Correct lamination verification
 - h. Seal strength verification
 - i. Film coating verification
2. Accumulate, organize, enter, analyze and file quality assurance data
3. Assist sales, Production, Quality and Technical Services with resolution of quality issues
4. File job jackets and simple retain boards
5. Enter production data such as job times and process setup information
6. Audit and assist with training operator in record keeping and in-process testing
7. Prepare and file color standards
8. Perform calibration and preventative maintenance on critical test equipment
9. Complete certificates of analysis and first article inspection reports

10. May perform other duties as assigned by supervisor

Additional Information

\$12/hr

Employee Benefits

Contact Information

Matt Weckwerth

P. 920.336.2848

F. 920.336.4577

Fax resume

Email resume

mattw@belmark.com