



13300 6<sup>th</sup> Avenue North  
Plymouth, MN 55441

## Quality Assurance & Continuous Improvement Tech

Are you a motivated professional, detailed orientated, problem-solving individual interested in gaining experience in electrical power distribution manufacturing? Then consider applying for the Quality Assurance & Continuous Improvement Tech position now open with Electro-Mechanical Industries, Inc. (EMI). We are a family owned, custom manufacturer of electrical power distribution equipment located in Plymouth, MN. The company, with 43 years of steady growth and product innovation, provides products and services to commercial and industrial customers throughout the US.

This position will be responsible for verifying effective corrective action is implemented to resolve the root cause of discrepancies, support quality metrics generation and reporting, and cause and effect analysis. The successful candidate will have experience and/or knowledge of statistical quality control statistics, lean manufacturing concepts, and six-sigma tools and analyses to assess assembly, process, mechanical, electrical and electro-mechanical systems.

The Quality Assurance & Continuous Improvement Tech position is a non-Union position and reports directly to the Process Manufacturing Manager.

### **Essential Job Duties:**

- Work with QA to ensure completion of all QA checks are done correctly, from raw material and parts to the final products.
- Assist with regular daily inspections in each area of the manufacturing process.
- Assist with final inspection of all products before the product is shipped and all documentation has been completed.
- Gaining knowledge about our products and applying that knowledge to improve processes and practices.
- Involved with BOM review and documenting any deviations.
- Assist in written processes, SOP (Standard Operating Procedures) and DOP (Detailed Operating Procedures).
- Conducting reviews of customer complaints (NCR's) and assist with proactive processes to reduce Non-conformances.
- Documents internal complaints (CAR's) and assist with proactive processes to reduce Non-conformances.
- Assisting the quality teams on QA activities and continuous improvement activities.

### **Competencies:**

- Ability to work as a team player in a fast paced, custom manufacturing environment.
- Strong work ethic with a positive attitude.
- Ability to effectively communicate well with others in English, both verbally and in writing.
- Must be able to multi-task with a strong attention to detail.



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**Education and Experience Required:**

- High School diploma required.
- 5-year minimum experience in manufacturing.
- Basic electrical knowledge and mechanical knowledge preferred.

**Work Environment:**

- Work performed in person and hands on in a production (70%) and office (30%) environment.
- Exposed to shop elements such as noise and dust.

**Work hours:**

- Typical hours for this position are M-F from 7 am – 4 pm.

**Physical Requirements:**

- Continually perform a wide range of physical activities which include pulling, reaching, bending, crouching, lifting, climbing a ladder, balancing and kneeling.
- Must be able to lift up to 30 lbs.

To apply for this position, send your resume and salary requirements to: Human Resources @ [careers@e-m-i.com](mailto:careers@e-m-i.com).