



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:**

- Documents internal complaints (CAR's) and creates quality scorecards to reflect the proper root cause.
- Analyzing quality data to identify, recommend and lead proactive processes to reduce and prevent recurrence of non-conformances.
- Assisting the quality teams on QA activities and continuous improvement activities.
- Conducting reviews of customer complaints (NCR's) and assist with proactive processes to reduce Non-conformances.
- Assist in written processes, SOP (Standard Operating Procedures) and DOP (Detailed Operating Procedures).
- 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.

### **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.



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- Must be able to multi-task with a strong attention to detail.

**Education and Experience:**

- Required:
  - High School diploma.
  - 1-3 years' minimum experience in manufacturing.
  - Familiarity with Micro-Soft Suite; Word and Excel and experience with entering data into company's ERP system.
- Preferred:
  - Basic electrical knowledge and mechanical knowledge preferred.
  - An associate degree in electrical engineering with additional studies in quality control and ISO Certification.
  - Forklift License.

**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.

**Salary and Benefits:** The base salary range for this position is \$21-\$26 per hour. EMI offers employee benefits including medical, dental, life insurance, long term disability, 401k & matching, voluntary Aflac benefits, paid vacation, employee safe and sick time (ESST), and paid holidays.

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).