



300 Harris Avenue  
Bellingham, WA 98225  
(360) 629-5200

### **Quality Receiving Inspector**

Index, a well-established technology provider in the Automotive and Industrial sector, is looking for a Quality Receiving Inspector. This position is responsible for ensuring that incoming components, and outgoing products comply with documented engineering, manufacturing, and customer requirements.

The ideal candidate will have a strong work ethic, mechanical aptitude and desire to be a quality champion at Index. They will be a self-starter, confident, and have previous experience with quality assurance or quality inspection.

**\*\*\*Please note: Index is currently located in the Fairhaven section of Bellingham, WA, but will be moving to Smokey Point in early 2022. Please do not apply for this position if you are not willing to commute to Bellingham for AT LEAST 6 months.**

#### **Job Responsibilities:**

- Adhere to processes in place within our QMS (Quality Management System) to ensure continuation of IATF certification.
- Perform quality assurance inspection of products and components.
- Document inspection results and notify all stakeholders of non-conforming materials.
- Coordinate with other departments to ensure the creation and maintenance of accurate records.
- Work with engineering on product and design documentation to support new and existing products.
- Work with manufacturing to maintain manufacturing process documentation.

#### **Job Requirements:**

- Minimum of 2 years, consistent quality assurance or equivalent work.
- Associates Degree or higher a plus.
- Experience and knowledge of ISO9001 or other Quality Management System.
- Automotive spec knowledge a plus.
- Ability to use precision measuring devices such as calipers, micrometers, pin gauges, and multi-meters.
- Ability to use and understand statistical sampling plans; engineering and manufacturing drawings, standards, and dimensioning.
- Ability to read, write, and understand detailed instructions, inspection and manufacturing procedures and drawings.
- Strong written and verbal communication skills, with the ability to follow instructions and work independently.

- Experience with QMS, enterprise software systems, and proficient with Microsoft Office software suite.

**Index is an EEO employer and a drug-free company.** Please note that our drug-free policy includes marijuana and there are no exceptions for those with medical marijuana prescriptions.

**Job Type:**

- Full-time

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance

**Schedule:**

- 10-hour shift
- Day shift

**Ability to commute/relocate:**

- Bellingham, WA 98225: Reliably commute or planning to relocate before starting work (required).

**Education:**

- Associate (Preferred)

**Experience:**

- Quality inspection: 2 years (Preferred)

**Work Location:**

- One location

**Work Remotely:**

- No