

**Choice Spine
Job Description**

Job Title: **Quality Support**

Department: Quality
Location: Knoxville, TN
Reports To: Quality Manager
Shift: First
FLSA Status: Non-Exempt
Prepared By: Rob Parrett
Prepared Date: 1/24/2019
Approved By: David Davis
Approved Date: 1/25/2019

SUMMARY

Supports Quality Inspection Dept. by completing visual and functional inspections of Medical Devices. Under minimal supervision prints labels using ERP System. Packages and labels medical devices and completes documents per Quality Management Systems requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Print labels using ERP System
- Package and label medical devices
- Read, understand, and interpret engineering (blueprints) drawings is a plus but not required
- Conduct visual and functional inspection of finished product for accuracy and adherence to specifications
- Perform transactions in ERP system, as necessary
- Identify nonconforming product and report to Quality Technician or Manager
- Read and conform to all company policies and procedures
- Interact and communicate with internal departments
- Other duties as assigned by management

SUPERVISORY RESPONSIBILITIES

Not Applicable

QUALIFICATIONS

- Good communication skills, both verbal and written
- Ability to work independently and in a team environment.
- Strong organization skills, attention to detail, self-motivator, ability to multi-task and meet timelines
- Basic math and problem solving skills
- Working knowledge of desktop computer office software and e-mail is required
- Experience using inspection equipment such as calipers, micrometers, height gauges, plug and ring thread gauges and pin gauges is a plus but not required
- Familiar with 21 CFR (Code of Federal Regulation), Part 820 and ISO 13485:2016 is plus but not required

EDUCATION and/or EXPERIENCE

Minimum High school diploma or equivalent. Medical device industry experience preferred but not required.

CERTIFICATES, LICENSES, REGISTRATIONS

Not Applicable

EXEMPTION

Non-Exempt

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working environment is typical of an office environment. The noise level in the work environment is usually moderate.