



Source Inspection Administrator

Department:	230	Reports To:	Quality Assurance Manager
Travel Required:	No	Location:	Wichita, Kansas
- HR Use -			
Job Level/EEO Class	Support/5	Job Code/WC Class	SIA/1
Wage Cap	\$20.00	FLSA Classification	Hourly Non-Exempt

POSITION PURPOSE AND OBJECTIVE

The primary function of this position is to ensure quality of Vermillion products as defined by customer requirements, company requirements, and applicable specifications.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Perform first article inspections in assigned area
- Review and approve Vermillion-generated production documentation to customer drawings, parts lists in assigned area
- Generating job packets for conformity inspection, including but not limited to gathering material certificates, calibration records, training records, and engineering packets
- Direct contact between Vermillion inspectors, customer source inspectors, and government inspectors, including both FAA and DCMA inspectors
- Perform all duties in accordance with Vermillion Quality Management System and Safety standards, using situation-appropriate tools and protective equipment
- Perform other duties as assigned

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The list below is representative of the qualifications required to successfully fulfill the obligations of this position and is not intended to be all-inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or GED required
- FAA conformity experience preferred
- Ability to use measuring tools to measure lengths accurately and precisely is required; certain responsibilities may require precision to within 1/32 inch
- Excellent organizational skills
- Proficient in Microsoft Office applications
- Strong communication skills
- Strong attention to detail

- This position requires the employee to have clear vision at 20 inches or less (with or without the use of personal corrective eyewear)
- The position also requires color vision in order to identify and distinguish colors

SUPERVISORY RESPONSIBILITIES

None.

AUTHORITY

None.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. In addition, this document should not be construed as an employment contract, implied, explicit, or otherwise. Vermillion is an equal opportunity employer.

Reviewed By		Date	
Approved By		Date	