



Quality Technician
Tiger Optics, a Process Insights Brand

Quality Technician at our business unit Tiger Optics, LLC. Tiger Optics is a wholly owned subsidiary of Process Insights Holdings, along with sister companies, COSA Xentaur Corporation, LAR Process Analyzers, Extrel CMS and MBW Calibration. This position will be based in Horsham, PA and will report into the Director of Technical Services.

Duties and Responsibilities:

- Perform outgoing quality assurance of gas analyzers and related equipment.
- Perform incoming quality assurance of parts, assemblies, and other items.
- Maintain the calibrated equipment process, which includes record maintenance, scheduling calibrations, working with calibration vendors, etc.
- Sustain the Nonconforming Material Report process, which includes completing associated paperwork, detailing issues electronically, communicating with internal/external parties, etc.
- Maintain documentation, both physical and electronic, related to any and all transactions.
- Update the ERP system and related digital documentation.
- Support the goals and effectiveness of the Quality Management System.
- Work with other departments to highlight and assist with resolution of quality issues, which might be raised during incoming/outgoing inspections, during the manufacturing process, or at any other stage.
- Perform other work-related duties as assigned, including the support of other departments as required.
- Embrace a variety of other duties and projects as assigned
- Assure appropriate use of Epicor's ERP system and adopts new business practices as part of newly modeled processes; become a change-agent in support of new ERP practices
- Apply equal amounts of skills and dedication to all other duties as assigned.

Qualifying Attributes and Skills

- Technical certificate and some experience in an inspection or related role.
- Ability to understand technical documentation – both mechanical and electrical – in order to be able to effectively inspect components.
- Ability to use common lab equipment, such as: scales, volt meters, etc.
- Ability to prioritize and execute tasks in a high-pressure environment.
- Proven analytical and problem-solving abilities.
- Superior attention to detail.
- Self-directed and highly motivated.
- Ability to work in a team environment.
- Proficient experience and use of computers, with a variety of software programs a must, including Microsoft Excel.
- Familiarity with quality systems such as ISO is preferred.
- Positive and willing attitude. Work until the job is done, and not just punching the clock.
- Experience in a fast-paced, rapidly growing environment preferred.
- Must have ability to roll up their sleeves and have a "get it done" attitude.
- Excellent written and verbal communication skills.



Process Insights Holdings is an equal opportunity employer with a generous compensation plan:

- Healthcare Insurance provided: Health, Dental and Vision Plan
- Elective deductions for Flexible Spending and Dependent Care Accounts
- Company Paid Life Insurance (1X), Short and Long-Term Disability
- 401(k) Retirement Savings Plan with matching Employer contribution
- Paid Holidays and Vacation.
- Excellent earning potential with qualifying annual bonuses.