

**Skookum Creek Tobacco Company
Job Description**

Position: Quality Assurance Technician 1
Date: August 22, 2017
Hourly Range: \$17.00 - \$24.00
Reports to: Operations Manager
Position Opens: August 28, 2017
Closing Date: September 08, 2017

SUMMARY: Quality assurance is the process of ensuring a product meets the customer's expectations. The Quality Assurance Technician 1 will assist in day-to-day factory floor activities and issues with customers and suppliers. The QA technician will follow defined methods to measure the tolerances of the product, while operating test machinery and collecting data. This position is physically demanding, requires knowledge of manufacturing/warehouse activities, requires knowledge of quality assurance programs, and flexibility in work conditions. Requirements for obtaining certifications will be necessary as progression in the position and to the next level.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following and other duties may be assigned:

- Organization and housekeeping within the Quality Control Lab
- Collection of Finished Goods Samples in accordance with the scheduled developed by the QA Manager
- Collection and Testing of Raw Tobacco Samples for moisture analysis prior to the product run.
- Inspection and Collection of incoming Raw Materials
- Document and record all Sample Results.
- Communicate and Document all Quality Issues with Production Manager
- Attend Weekly Quality Meeting
- Assist in the maintenance of regulatory and compliance documents
- Inspection of Production Lines to approve changeover
- Assist QA Manager with development of new Products

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities for this position.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The successful applicant must be consistently at work and on time; must follow instructions and respond to management direction; have good communication skills; prioritize and plan work activities and meet challenges with resourcefulness; and treat others with respect and consideration regardless of their status or position.

EDUCATION and/or EXPERIENCE: High School Diploma or GED and four years of related experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Familiarization with Quality Control acronyms and language a must.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to interpret Quality results as produced by testing equipment and make reasonable decisions off information required.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have valid Washington State Driver's License. QC certifications preferred.

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 use hands to finger, handle or feel, and to talk and hear; frequently required to walk, sit, reach with hands and arms; and occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee may frequently be required to lift up to 50 pounds, and occasionally lift and/or move up to 75 pounds.

This position also requires close vision (clear vision at 20 inches or less), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed in a given point), and depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

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.

While performing the duties of this job, the employee will consistently be exposed to warehouse conditions. The noise level for this position is generally moderate.

DRUG FREE WORKPLACE: The successful candidate will be required to have a urinalysis for drug and alcohol screening in accordance with the Tribe's Drug Free Workplace Policy.

INDIAN PREFERENCE: Indian Preference will be exercised in the hiring of this position in accordance with the Tribe's Personnel Policies.

CONTACT: Human Resources (360) 426-3442.