



## **Job Description**

### **Quality Control Technician**

#### **LOCATION:**

Eugene, Oregon

#### **HOW TO APPLY:**

Candidates interested in this position must provide a resume AND a cover letter that details their interest, intent, and applicable experience for this role. Application materials should be emailed to [HR@Burley.com](mailto:HR@Burley.com), attachments made by PDF.

Finalists for this position are subject to a criminal background check.

#### **SUMMARY:**

Burley Design has been building bicycle trailers for over 40 years and is the global leader in the design and distribution of bicycle trailer products for children, pets, and cargo. Burley is in the business to enable adventure in all generations, and we are currently looking for a Quality Control Technician to join our team in that effort.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

As a Quality Control Technician for Burley Design, you will have a key role in enabling Burley to build and manufacture product that delivers on our promise of quality and safety. The QC technician is responsible for performing in-coming inspection on products, accessories, and components, analyzing customer and consumer returned products, inspecting out-going replacement products, accessories, and components, building and inspecting in-house built kits, running lab and testing equipment and assisting other departments as needed including shipping and receiving.

##### **1. Quality Control:**

- a. Inspect in-coming products, accessories, and components based on inspection criteria, and document results within the Quality Management System
- b. Collaborative member of the Quality team to develop inspection processes and documentation procedures
- c. Notifies organization once products have successfully cleared inspection and the products are released to inventory.
- d. Identifies possible quality issues and notifies Quality team. Work collaboratively with Quality team for resolution
- e. As needed, reworks, or leads the reworking, of in-coming products that have found to have issues.
- f. Seeks continuous improvement to inspection and reporting processes

2. Returned Product Inspection:
  - a. Inspects and analyzes customer and consumer returned products, accessories, and components to determine root cause of the return.
  - b. Determines proper disposition of returned products after inspection.
  - c. Documents the results of the returned product inspection and provides the Quality and Finance Teams with documentation and notifies the team of any issues found during inspection.
  - d. Inspects and processes out-going replacement products.
  - e. Participates in RMA (Returned Material Authorization) Meeting to report on finding during inspections.
  
3. In-House Production
  - a. Assembles in-house built kits as needed while maintaining minimum inventory requirements.
  - b. Inspects and ensures that in-house built kits are assembled correctly before placing in inventory.
  - c. Manages inventory of subcomponents need to build in house kits in an organized manner
  
4. Other Duties and Responsibilities:
  - a. Actively assists running and maintaining lab and testing equipment
  - b. Assists shipping and receiving as needed with the unloading of containers and loading of trucks.
  - c. Assists Customer Service team as needed with customer inquiries
  - d. Maintains a clean and safe working environment
  - e. Performs other duties as required of the position

## **EDUCATIONAL REQUIREMENTS:**

2-year Technical Degree preferred or High school diploma / GED with adequate relevant experience.

## **EXPERIENCE/SKILLS REQUIRMENTS:**

- 2+ years of experience in Quality Control function, and working in lab environment
- Proficiency in using Microsoft Excel and experience with Microsoft programs
- Mechanically minded, and experience building and maintaining lab equipment
- Self-motivated and detail orientated person
- Strong analytical and problem-solving skills with the ability to anticipate problems and propose solutions
- A team player; able to use strong verbal and visual communication skills
- Ability and desire to learn bicycle mechanics and assembly
- Curiosity and collaboration at your core
- Actively seeks job knowledge by studying trends in and developments in quality management; participating in educational opportunities; reading professional publications; participating in professional organizations

- Experience driving a forklift or using a hand truck is a plus

**WORK ENVIRONMENT AND 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. This position typically spends about 100% of the time in a warehouse environment which contains loud equipment. The majority of the time spent performing the duties of this job will be in a standing position. While performing this job, the employee is regularly required to talk, hear and use hands to handle, feel and see objects. Requires strong manual dexterity skills. The employee performing this job must be able to sit, stand, bend, pull, kneel, squat frequently and have the ability to lift up to 50 lbs.

Equipment Used: forklift, hand truck, laptop and peripherals.

**FLSA Status: Non-Exempt**