

Traveler Work Order Technician

Job detail

- **Pay**
 - \$25-\$27/hr.
- **Job type**
 - Full Time
- **Shift and Schedule**
 - Morning shift
 - 7am – 3:30pm

Job Summary

Technical writing and reading ability to perform job functions related to generating traveler work instructions which is a critical document that guides a product through manufacturing process, detailing steps, material and quality checks by the review of schematic and blueprint designs. Being able to perform measurements, counts, documentation review and part buy off.

Job Profile

- **Inspection:** Visually examine the material for quantity verification, cosmetics and dimensional assessment
- **Verification:** Ensure material adherence to engineering print, specifications, purchase order and internal quality policy and standards
- **Documentation:** Digital data entry of cleaning specification standards by review of customer schematic and blueprint designs.
- **Test Reports:** Authentication of all test reports by certification
- **Material Handling:** Stage, tag and release accepted material to the next department
- **Communication:** Clearly communicate through internal email channel of inspected material data. Adequately following provided verbal and written instructions to completion.

Skills/Experience Required

The role demands an experienced, independent and professional candidate implementing quality checkpoints throughout the production environment and assuming responsibility for the outcome of the TMPI material buy off. Skillsets and professional literacy from a desired candidate include the following attributes:

- Associate's degree or a minimum of 3 years of successful experience in a quality assurance role
- Candidate must be proficient in Microsoft office
- Candidate must be able to lift 50 lbs.
- Must be proficient in English
- Must be able to work in a fast-paced environment with changing priorities
- Candidate must show attention to detail
- Candidate must have background experience in manufacturing industry sector of semiconductor, medical aerospace industry, automotive, or equivalent
- Candidate must be fluent in reading schematic and blueprint designs
- Candidate must be detail oriented with the requirement of FPY traveler work instructions