



GREYSTONE

ENERGY SYSTEMS INC

Quality Inspector- RMA

Quality / Receiving / Operations
Moncton, New Brunswick

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

The Opportunity

We are growing and looking for a motivated and detail oriented **Quality Inspector** to join our dynamic team. You would be working in a high-volume manufacturing and customer order fulfillment facility located in Moncton, New Brunswick.

Objective & Purpose

- This position is responsible for inspecting incoming goods to ensure quality compliance.
- This position is responsible for receiving and processing Authorized Returned Materials.
- This position is responsible for administering the Material Returns (MR) warehouse in SYSPRO, our computerized ERP system.

Principle Duties & Responsibilities

- Inspect all incoming goods using available specifications and inspection processes for confirmation.
- Receive all conforming ("*passed*" inspection) materials into stock.
- Implement Non-Conformance procedure for all non-conforming ("*failed*" inspection) material identified.
- Coordinate the Returned Materials Administration (RMA) program; following all transactions to completion.
- Log all RMAs received into the RMA system, coordinate review of materials with Manufacturing Engineering, process RMA findings through RMA database for approval/resolution and close all RMAs once completed.
- Review and ensure the accuracy of all materials stored in the Materials Returned (MR) warehouse; complete/coordinate necessary inventory transactions as required.
- Assist Purchasing with the return of materials to vendors as required; including packaging of materials, preparation of RMA documentation and coordination with shipping department resources.
- Assist Purchasing with the timely collection of vendor inspection/repair records and credits.
- Maintain adherence to ISO procedures and policies.

Greystone Energy Systems Inc.

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"Peace of Mind Through Reliable Sensors"

- Escalate receiving inspection and/or RMA quality issues identified to the Quality Assurance Manager.
- Assist Quality Manager with quality assignments, corrective actions, and process improvement initiatives.
- Assist Quality Manager and Quality Inspector with in-process inspection assignments as requested.
- Additional duties as required.

Management

- This position reports to the Quality Assurance Manager.

Education, Training & Experience

- Community College Diploma or High School Diploma with a minimum 2 years of work experience in a production/manufacturing environment; preferably in a quality/inspection/returned materials role.
- Experience with computerized inventory systems; SYSPRO preferred.

Skills and Competency Requirements

- Strong attention to detail
- Strong communication skills
- Strong understanding of Work Orders and Bills of Materials
- Proven ability to work in a high paced multi-tasking environment.
- Familiar with Microsoft Office (Word and Excel) and computerized Inventory Control Systems (SYSPRO)
- Self-motivated and capable of working independently with limited supervision.
- General understanding of basic accounting principles.

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