



# Quality Technician

## **NOW HIRING:** Quality Technician, Coon Rapids, MN

Creates, maintains, and improves documentation systems, including but are not limited to control plans, quality specs, work instructions, manufacturing setup information, and safety information.

### **What You'll Love**

- Helping to develop and perfect cutting-edge technology and materials for the window, door, and related industries.
- Working with a professional team of experts in their fields who are leaders in the industry.
- Working in a lean environment to drive change and success in all parts of our business.
- Discovering our family oriented work environment that is flexible and fun.

### **Realities of this position**

Our customers have high expectations of us and we place a high value on meeting those expectations across all areas of our company.

### **Who you will be working for**

You will report directly to lead/supervisor. You will work among a team who are committed to maintaining our high level of performance.

### **About working for Lexington Manufacturing**

Lexington is a highly successful family owned business that emphasizes our values of Safety, Honesty/Integrity, People Involvement, Customer Satisfaction, and Continuous Improvement. People who work for Lexington say they love the family-like atmosphere and our focused approach to work/family balance. We like to be successful and we like to have fun. Lexington is highly respected by our customers as a responsive and very reliable supplier. Our people take pride in maintaining our good reputation.

### **Next Steps**

Review the included job details and company information. If you feel like you would make a great fit for this opportunity, email your cover letter, resume/work history, and the position you're applying for to [HR@lexingtonmfg.com](mailto:HR@lexingtonmfg.com), or [apply online](#). We look forward to hearing from you.



**Lexington**  
Manufacturing

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## Job Duties

- Creates, maintains, and improves documentation systems, including but are not limited to control plans, quality specs, work instructions, manufacturing setup information, and safety information.
- Performs equipment and process capability studies.
- Perform quality testing record data and draw conclusions.
- Completes assigned Engineering Change Orders (ECO).
- Monitors and audits adherence to manufacturing and quality procedures.
- Use statistics and process control knowledge to analyze performance data and drive quality performance improvement.
- Track and report quality measurements as assigned.
- Review and analyze nonconforming material cost and root cause.
- Keep manager informed, on a timely basis, of activities and actions that could affect decisions, planning, performance, etc.
- Leads from the authority of knowledge and by example.
- Read, understand and use this position description as an operating guide for your own job performance measurement.

## Qualifications

*(The minimum requirements of education and experience, knowledge, special skills, abilities, attributes, credentials, and ability to endure conditions of work environment, required to perform the job.)*

- 2 years' experience in a related field or equivalent combination of education and experience.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Able to communicate effectively to gather information from a diverse group and assemble reasonable solutions.
- Excellent verbal, written and interpersonal skills required with the ability to communicate across various levels of the organization and customers.
- Able to use computer systems software including Microsoft Access, Excel, Power Point, Word, and Adobe Editor.
- Able to use complex inspection tools.
- Able to write reports, business correspondence, instructions, training, and procedures.
- Able to stay well organized.
- Able to work under pressure.
- Willing to take initiative.

**About Lexington**  
**[Click Here to Apply](#)**



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