Quality Clerk

L.A. Gauge Company provides ultra-precision machining services to produce the most complex and tight tolerance hardware required for the aerospace and defense industry. Known primarily for its success in machining beryllium, L.A. Gauge demonstrates American precision at its best, holding machining tolerances to 40 millionths of an inch and polishing optical components to billionths of an inch. L.A. Gauge was the proud recipient of Lockheed Martin Missile and Fire Control Small Business Award for our critical support to their programs.

LA Gauge has grown rapidly over the last few years and continues to grow today. We are looking for a highly motivated, innovative, and focused professional.

Job Functions:

- Receives all applicable documents from their source and verifies them for completeness and proper approvals.
- Issues documents to approved personnel and logs them out
- Marks and stores obsolete documents as instructed in the quality manual.
- Some locations maybe required to compile customer data packages and present them to the Quality Engineer for review.
- Maintains a master list complete with all the latest revisions and changes. Some locations maintain internal and supplier corrective action system.
- May perform other tasks as required or assigned.
- Maintain an orderly and efficient Document Control room.

Minimum Qualifications

- Knowledge of Excel & Word
- Strong Data Entry

Working Conditions

- Machine shop environment
- Deadlines as set forth by customers
- Must be able to sit for long periods of time

Success Factors

- Hands on approach
- Enthusiasm and self-motivation
- Attention to detail
- Willingness to learn and grow
- Strong sense of pride and ownership
- Regular attendance is an essential function of this job

LA Gauge Offers

- Competitive pay
- Medical insurance
- Dental and Vision insurance
- 401K Retirement Plan
- 80 Hrs. PTO (Paid Time Off) (2 weeks)
- Life and AD&D Insurance