

## Quality and Logistics Specialist

POSITION SUMMARY	
<b>Title</b>	Quality and Logistics Specialist
<b>Division</b>	Manufacturing Operations
<b>Location</b>	Montreal, Canada
<b>Industry</b>	Electronic Test and Measurement Equipment
<b>Employment Type</b>	Full-Time
<b>Experience</b>	Intermediate Level

### COMPANY OVERVIEW

Founded in 2012 through self-funding, **Introspect Technology** designs and manufactures innovative test and measurement equipment for high-speed digital applications. Whether it is the next smartphone or the level-4 autonomy engine in a mobility solution, our award-winning tools are used to develop, test, and manufacture next-generation products. In short, we help the leading global technology companies **make tomorrow's technology today's possibility**.

### WHY INTROSPECT

#### DRIVE TOMORROW'S TECHNOLOGY

At Introspect, we're solving the most difficult problems encountered in electrical engineering with a passionate team that is inventing the world's most innovative test instruments. You will have the opportunity to create state-of-the-art test and measurement equipment — tools which will empower engineers to produce their finest work. You'll not only make a meaningful difference in our customers' careers, but you'll also impact the lives of people around the world with work that propels global innovation forward.

#### COLLABORATE WITH DRIVEN COLLEAGUES

You will work with a team of diverse and intelligent colleagues as well as with customers at the top technology companies in the world. At Introspect, you'll gain a rich, multi-disciplinary experience with colleagues and mentors committed to helping you learn and achieve your career goals.

#### PURSUE YOUR PASSIONS

We'll provide the support you need to do what you love and help you pursue a career which aligns with your values, passions, and aspirations. We also offer a competitive employee benefits package that includes medical and dental coverage. Join us to achieve your maximum potential, produce the best work of your career, and deliver meaningful value to customers.

## JOB DESCRIPTION

As the company is rapidly expanding its portfolio of products, Introspect Technology is seeking an experienced electronics **Quality and Logistics Specialist** to join the production team in Montreal.

The Quality and Logistics Specialist will play a key role in ensuring the highest quality standards for Introspect's equipment. He/she will be responsible for establishing inspection procedures, handling customer claims, and participating in new product introductions. This position also entails participating in quality audits as well as tracking all material transfers within the company or external to it.

The ideal candidate is a driven, self-motivated, and highly organized top performer who thrives in a fluid and open development environment. The ideal candidate also possesses characters of good judgment, communication, passion, and eagerness to learn and adapt, and he/she is comfortable integrating into a high-pace and innovative development paradigm.

## RESPONSIBILITIES

- Own all asset tracking tools, and create inventory reports, asset reports, and material shortage reports
- Perform material picks, inventory transactions, part sorting, counting, material deliveries, and put away transactions
- Define and institute incoming and outgoing quality inspection procedures
- Handle all customer RMA requests and any claims related to product quality or product defects
- Participate in new product introductions and quality-related procedures
- Safely package parts for internal and external delivery including managing inventory through inventory tracking systems
- Where needed, perform complex electrical assembly of all products and sub-assemblies on all product types to ensure that our product meets customer specifications
- Where needed, perform PCB component update and modification for RF products
- Interact closely with hardware and software team in order to monitor various test and verification activities
- Create detailed workflow and procedure documents

## QUALIFICATIONS

- Electronics technologist diploma is preferred
- Minimum of 5 years of experience within a hardware product development environment
- Demonstrated ability to communicate clearly with employees from different disciplines within the company

- Excellent communications skills and an excellent handle of PC tools such as Excel or professional asset tracking software systems

## APPLICATION PROCESS

Please email your resume to [careers@introspect.ca](mailto:careers@introspect.ca) with the subject line "AD-F017-E-20106 – Quality and Logistics Specialist". **Applications will be considered on a rolling basis.**