

Calibration Administrative Technician – Apex, NC

Exact compensation may vary based on skills, experience, and education.
Compensation range \$30.00/hr - \$35.00/hr

Full time 7:00AM – 3:30PM, Monday – Friday
Schedule subject to change based on needs of the client.

Job Summary:

We are seeking a Calibration Administrative Technician responsible for coordinating and managing the lifecycle of client assets requiring calibration and verification. This position works closely with internal teams and third-party vendors to ensure timely shipment, calibration, and return of equipment while maintaining strict quality and compliance standards.

Primary Responsibilities Include:

- This will be an onsite/in-person position to coordinate with team, verify assets, ship assets, and escort vendors.
- Some prior mechanical exposure is preferred.
- Technician will be executing vendor reconciliation work orders, shipping out standards, escorting vendors for things like weight calibrations, bench top analytics, etc.
- Periodic checks on calibration stickers on assets in field vs. what is in client data base.
- Technician will be supporting calibration techs with administrative tasks.
- Technician will provide management of client assets with off-site/3rd party management.
- Technician will manage assets that need to be sent off-site for calibration by due date and ship all assets to appropriate support partners. (client management will provide quality approved vendor list)
- Upon receipt back of assets from appropriate support partner, technician will perform a quality assurance verification between vendor certificates and client data base to ensure instruments were tested to the correct test points, the correct calibration tolerances, identify that instruments were found in/out of tolerance, ensure proper test equipment was used to perform calibrations (4:1 accuracy verification where applicable) and generate calibration exception reports or deviations in client Quality Management Systems.
- Upon successful quality review technician will then upload vendor documentation to client database and move work record to next phase for completion and ensure proper calibration label is affixed.
- Technician will ensure all instruments are shipped prior to due dates.
- Technician will generate and manage purchase orders on behalf of client and will assist the client's quality assurance team with vendor requalification if needed.
- Technician will escort vendors for manufacturing area as needed for related work.
- Client leadership will provide technician with appropriate onboarding and training for the use of all needed client owned and validated data base.