

Calibration Administrative Technician – Holly Springs, 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. Experience with MAXIMO or similar Computerized Maintenance Management Systems (CMMS) is highly preferred.

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.
- Experience utilizing MAXIMO for work order management, asset tracking, calibration scheduling, and documentation management is highly preferred.
- Technician will be executing work orders, shipping out standards, escorting vendors for activities such as weight calibrations, bench top analytics, and related calibration services.
- Periodic checks on calibration stickers on assets in the field versus records maintained in the client database and MAXIMO system.
- Technician will be supporting calibration techs with administrative tasks.
- Technician will provide management of client assets with off-site/third-party service providers.
- 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 of assets from appropriate support partners, technician will perform a quality assurance verification between vendor certificates, MAXIMO records, and client database 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 MAXIMO and other client databases and move work records to next phase for completion and ensure proper calibration labels are affixed.
- Technician will ensure all instruments are shipped prior to due dates and that calibration records are maintained accurately within MAXIMO.
- Technician will generate and manage purchase orders on behalf of client and assist the client's Quality Assurance team with vendor requalification as needed.
- Client leadership will provide technician with appropriate onboarding and training for all client-owned and validated databases and systems.