



JOB OPENING

Quality Intern

Cedar Springs, MI

Why work for J-Star?

J-Star is a first shift, customer and employee focused, OEM manufacturer of linear actuators and lifting columns located in a beautiful new facility built in 2023. Due to our high standards, our products quickly became globally respected for use in medical and home care equipment. With an annual production capacity of 600,000 actuators – lifting columns and 200,000 control boxes, we have become a leading supplier for companies around the world.

Dates: May – August 2025

Hours: 6:00am – 3:30pm

Hourly: \$16.00/HR

How to Apply:

Submit a cover letter and resume

Attention: Beth Spaman, Director of HR

Email address: bspaman@jstarmotion.com

Deadline to Apply: April 1, 2025

Position Summary:

The Quality Intern, working under the direction of the quality manager, will participate in all aspects of quality assurance and quality control activities. This is a terrific opportunity for anyone currently enrolled in the Quality Sciences or Engineering disciplines. In this role, you will perform product and process audits, analyze, and solve quality problems, maintain quality records, and perform various other activities in our busy quality department.

Essential Responsibilities:

1. Perform process verification and capability studies to confirm process results are satisfactory.
2. Perform gage studies (MSA) to determine gage suitability for use.
3. Assist with gage calibration where necessary.
4. Perform dimensional layout of sample parts as directed.
5. Assist with development of sample submission (PPAP) packages.

6. Perform product and process audits in various work areas as directed.
7. Quarantine nonconforming product and work through resolution.
8. Assist with incoming inspection of critical materials from suppliers
9. Assist with document control within the quality management system.

Education & Experience:

1. Currently pursuing an Engineering degree and have completed your first year.
2. Must be at least 18 years old.
3. High school diploma or equivalent
4. Intermediate computer skills (Word, Excel, Power Point)
5. Experience using precision measuring tools preferred but not required.

Other Knowledge, Skills & Abilities:

1. Strong interpersonal and communication skills
2. Ability to manage multiple priorities
3. Ability to lift 50+lbs
4. Ability to effectively participate in problem resolution

Benefits:

1. Hands-on experience in a dynamic and innovative environment.
2. Opportunity to work on real-world projects and make a tangible impact.
3. Mentorship and guidance from experienced professionals.
4. Potential for future full-time employment based on performance.

Environmental Conditions:

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.