**Job Description: Aerospace FAI Data Entry Inspector**

**Job Overview:**

We are looking for a dedicated Aerospace FAI (First Article Inspection) Data Entry Inspector to join our team. The Aerospace FAI Data Entry Inspector will be responsible for accurately entering and maintaining data related to first article inspections of aerospace components. The ideal candidate will have a keen eye for detail, strong data entry skills, and a solid understanding of aerospace manufacturing processes.

**Responsibilities:**

* Perform data entry tasks related to First Article Inspections (FAIs) of aerospace components in compliance with industry standards and customer requirements.
* Accurately input inspection data, measurement results, and documentation into FAI reports and quality management systems.
* Collaborate with quality assurance and engineering teams to ensure consistent and accurate data entry for FAI documentation.
* Review FAI reports for completeness, accuracy, and compliance with AS9102 and other aerospace quality standards.
* Maintain organized records of FAI documentation, including drawings, specifications, inspection reports, and certifications.
* Assist in resolving data discrepancies and issues related to FAI documentation to ensure data integrity and accuracy.
* Adhere to strict confidentiality and data security protocols when handling sensitive information.

**Requirements:**

* High school diploma or equivalent; additional technical training or certification in data entry is a plus.
* Proven experience in data entry, preferably in an aerospace or manufacturing environment.
* Familiarity with aerospace manufacturing processes, drawings, and specifications.
* Knowledge of AS9102 and other aerospace quality standards related to First Article Inspection.
* Strong attention to detail and accuracy in data entry tasks.
* Proficient in using data entry software and tools to input and manage inspection data effectively.
* Excellent organizational skills and ability to multitask in a fast-paced environment.