



Job Openings

Thursday, April 19, 2018

(Refresh your browser for the most current opening)

Accounting

Accounting Specialist

Job Responsibilities:

- Backup for full cycle Accounts Receivable
- Posting cash payments
- Creating computer generated and manual invoices
- Month end closing responsibilities, including but not limited to, creating and posting accrual entries, balance sheet reconciliation.
- Collection responsibility - communicating and resolving delinquent invoices with customer
- Communication with other departments for invoice creation and payroll situations
- Maintain appropriate documentation and manage sales allowance, warranty accruals, and quality payments.

Requirements:

- Minimum 2 years Accounts Receivable processing experience
- Preferable at least an Associate degree in Accounting
- AS400 experience a plus
- Knowledge of generally accepted accounting principles and procedures
- Good communication and interpersonal skills
- ADP Payroll experience
- Ability to multi-task and manage time effectively to meet deadlines
- The ability to prioritize and manage workload well; perform detailed work and analysis accurately and efficiently; work independently and as part of a team
- Proficient in Excel, Word, and other Microsoft programs

Maintenance

Machinist Jig Shop

High School Diploma or equivalent preferred. Technical school certificate preferred. 5 years of machine shop experience and blueprint reading, programming of 2 & 3 axis CNC milling machines, 2 axis CNC Lathe, surface grinding, saws, welding and knowledge of heat treating tool steels. Solidworks experience preferred. Good communication & problem solving skills desired. Must be detail oriented and quality minded.

Maintenance Associate

Maintenance Associate position available.

High School Diploma or equivalent preferred. Two year degree in Industrial Maintenance Technology, three to five years experience in PLC programming & troubleshooting preferred. 1-3 years experience in maintenance shop environment. Ability to read mechanical & electrical blueprints and schematics. Familiar with electrical and mechanical troubleshooting techniques. Good communication & problem solving skills desired.

This position will perform minor and major machine repairs and preventive maintenance. Will work closely with Engineering and Production personnel. May require some weekend and holiday work as well as daily overtime as needed. The positions currently available are on B shift which is 7:00 p.m. - 3:30 a.m. Sunday - Thursday plus overtime as required.

Production Engineering

Production Engineer

Opportunities for an entry level Engineer available in a fast paced manufacturing environment for all positions. Should have a good understanding of PLC's, robotics and control systems.

Requirements: BS Engineering, Mechanical, Electrical or Engineering Technology

Must be proficient with Microsoft Office including Project, Access & 3D CAD software; preferably SolidWorks

Purchasing

Purchasing Specialist

Specialist for MRO, Machinery & Other Capital Expenditure purchases including price negotiation, supplier follow-up and administration skills. Additional purchasing responsibilities may include new part registration & localization parts support as required.

Minimum Qualifications:

- BS Degree in Business or related experience.
 - Qualified candidate must be proficient with Microsoft Office 2010, ERP MAPICS XA menu and Power Link interface.
 - Good verbal & written communication skills.
 - 3 - 5 years Purchasing experience with Project Management & Negotiation experience.
 - Additional course work in Supply Chain Management, Negotiation & Purchasing a plus.
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Safety and Health

Environmental Specialist

Provide guidance in environment and safety aspects of production. Assure operations are consistent with compliance and evaluates effectiveness of environment management programs.

Develop, implement and participate in EHS programs that identify, evaluate and improve environment in company processes.

Support and implement strategies for environment, understand the impact of regulatory compliance, and identify environment issues in the workplace. Evaluate and recommend appropriate regulatory or Engineering responses to issues. Support and assist safety activities and programs implemented in Safety, Health and Environmental Department.

Requirements

- BS in Occupational Safety and Health or related field, or equivalent applicable experience.
 - Must have 3+ years of work experience in Safety, Health and Environmental in a fast paced manufacturing environment preferred.
 - Knowledge and understanding of relevant standards, legislation, legal requirements such as OSHA, DOT, EPA, etc.
 - Proficient in Microsoft Office
 - Knowledge & experience of worker's compensation case management is preferred.
 - Knowledge of ISO 14001/OSHA 18000 is preferred
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