

## JOB DESCRIPTION

Dynamic, high-tech electronic interconnect firm with global presence looking to fill immediate full-time position for **Mold Set-Up / Process Technician Assistant**. Position reports to Sustaining Engineering Manager. Performs standardized assignments involving a sequence of related operations, having substantial variety and complexity. This position has a clear pathway to advancement and promotion.

### SUMMARY

Set-up and start-up of injection molds. Inspect & perform preventive maintenance on tooling & fixtures. Complete assigned work in accordance with Company procedures and Standard Operating Practices (SOPs), and Engineering standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Ability to set-up and tear down molds and secondary equipment.
2. Ability to make necessary adjustments on primary tooling, machines and fixtures.
3. Start-up of production jobs after set-up approval, if required.
4. Obtain approval for major deviations on set-up parameters after training.
5. Perform first piece inspection on production jobs.
6. Make necessary adjustments to maintain part quality throughout the production run.
7. Maintain production log sheets.
8. Complete the machine and mold repair tags as required.
9. Inspect and clean molds after production run, report any damage to Tool Room.

### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

### SUPERVISION RECEIVED

Work is performed with a high level of independence; must demonstrate initiative and self-motivation. Supervisor is available to advise on handling unusual and non-routine situations.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a Production-dependent position, so good attendance is essential.

### MINIMUM EDUCATION and/or EXPERIENCE

- High School diploma or equivalent required
- Associates Degree (A.A. or A.S.) from two-year college, Technical School, or Vocational Training preferred
- Experience in Injection Molding Processes beneficial, but we'll train, if Candidate is willing to learn

### LANGUAGE SKILLS

Ability to read and interpret documents in English such as safety rules, operating and maintenance instructions, and procedure manuals. Must also be able to read prints, measuring equipment and operate sophisticated process control equipment. Ability to write routine reports and correspondence.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions given in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### CERTIFICATES, LICENSES, REGISTRATIONS

None

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is regularly required to stand and walk. The associate frequently is required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The associate is occasionally required to sit and stoop, kneel and crouch. The associate must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Safety glasses must be worn at all times while in this area.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Full benefits / Salary commensurate with experience and abilities

Job Type: Full-time

Please send resumes to [HR@meritec.com](mailto:HR@meritec.com)

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