

Process Engineer

This position will support engineering, quality and manufacturing to effectively translate new product requirements and processes to the manufacturing floor. This position is also responsible for identifying, developing and delivering improvement solutions for existing product while maintaining or improving quality standards. This is a hands-on position, this is not a desk job.

Duties and Responsibilities

- Review customer drawings, specifications and requirements to ensure ability to manufacture of developed items and optimization of production processes.
- Develop bills of material, drawings and documentation to include design criteria, part numbers, assembly diagrams and standard products for new products, etc.
- Establish material and product specifications, sampling plans and test methodologies/requirements for incoming materials, first-piece, in-process and finished goods inspections.
- Establish manufacturing routings and labor standards for new products and update existing routings as needed to accurately represent the actual manufacturing process.
- Aid in the product development process by assisting engineering and quality with Process Flow Diagrams, PFMEAs, Control Plans and associated documentation to ensure proper translation of requirements to the manufacturing floor.
- Design and develop processes and work instructions to optimize efficient process flow and reduce process and/or product variability and improve process capability.
- Support change control process through the creation of documentation, the analysis of how process changes will effect overall production and the product and perform adequate verification and validation to support the change
- Drive continuous improvements by developing and implementing systems and process improvements that optimize all phases of the manufacturing process. Share lessons learned proactively and train other engineers on process improvements.

Requirements

Bachelor's degree in engineering

6 months - 2 years of experience (co-op/internship experience will be recognized)

- Experience with 3D modeling software (SolidWorks® preferred) and willing to learn new software
- Able to interpret customer drawings, specifications, models (CAD), and layout reports
- Proficient in MS Office® (Word, Excel, PowerPoint, Outlook)
- Excellent communication skills (both written and oral) and the ability to interact with all company functions including Engineering, Quality and Production

- Ability to effectively communicate ideas, concepts, and procedures to all levels within the organization, from employees on the shop floor to peers on cross-functional teams
- Familiar with standard concepts, practices, and procedures within engineering field.
- Ability to manage multiple projects and excellent time management skills
- Self-motivated, innovative, creative, and resourceful.

Please send resume/references to HR@meritec.com

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