



TOOL ROOM and COMPONENT MANUFACTURING SUPPORT MANAGER

Job Description - Posting

MERITEC.com is seeking an experienced Tool Room and Component Manufacturing Support Manager. This person will be joining a highly skilled and dynamic team within Meritec. This individual will work closely with members of both Manufacturing and Engineering to facilitate and manage relevant throughput and staff. Reports to the Operations Manager.

A highly successful person will have a focus for clients, innovation, collaboration and learning.

Essential Functions:

- Oversee and manage Molding, Stamping, Tool Room and Assembly Technicians that build parts for all industry segments, of particular note and complexity: Medical and Mil/Aero
- Direct day-to-day workload for tooling repairs, change overs, and new builds
- Review Molding and Stamping schedules and set priorities
- Tooling debugging and change over for Molding
- Troubleshoot Production issues in assembly areas
- Work with Development Engineering on new tooling concepts
- Place outside tooling builds and repairs of molds and dies, as needed (has overall view of what priorities need to be) / Answer build questions, as they come up
- Determine when tooling is needed for increased production volumes
- Find product drawings in vault, as needed for Receiving, Manufacturing Document Control, QMS
- Approve red dot process changes for PCI, PCIx, Custom Connectors
- Work with Document Control to set up molding green card for new products
- Order Tool room supplies: Electrodes, screws, steel, etc.
- Research and order new molding equipment, as needed
- Enter maintenance work order in ISO-Express for repairs
- Fill out change controls in ISO-Express, as needed
- Work with CS on setting Molding MOQ and delivery dates for Joy Signal California Division
- Experience with 3D modeling software (SolidWorks preferred) and willing to learn new software

- Support Joy Signal on Tooling & Fixture Needs and Repairs
- Archive and maintain part and tool CAD data, as well as tool tracking matrices.
- Not only needs to understand the function of a component, but also knowledge of durability (cycle times) the component will offer whether for short-term performance as a cost savings for a prototype or long-term performance for high-running production molds. If Customer is experiencing continuous component failure, ability to troubleshoot and suggest the correction to eliminate this issue is crucial.
- Understanding of materials and processes a must in order to troubleshoot new or hard-to-run products.
- Assist in setting up new product lines
- Understands product lines and knows what will work when it is a mold or stamped part.
- High degree of judgment, reasoning ability, organization, planning and resourcefulness
- Precision imperative for quality, thoroughness, effectiveness through initiative and follow-through
- Strict adherence to maintaining schedule and timeliness
- Versatility, Adaptability and high-degree of technical and communication skills to create cooperation on all levels
- Working knowledge of CADKEY® and Solidworks®
- Salary commensurate with capabilities and experience

Job Type: Full-time

- Full Benefits exceed Industry norm including 401K. Salary commensurate with experience.
- COVID-19 considerations: Please refer to MERITEC.com for Covid-19 Protocols. Meritec is considered an essential provider to Mil/Aero and Medical Industries; et al. We have exceeded state and governmental guidelines in ensuring the health and safety of our Work Family

Please forward resume to HR@MERITEC.com

Browse links for more information about Meritec:

<https://www.dropbox.com/s/ojq8ecieyrozcaz/MERITEC-GetToKnowUs-Eng21.pdf?dl=0>

<https://www.dropbox.com/sh/on1x0jss4oo7wrn/AAB7BvACj2Vfiq4jceaOqyj1a?dl=0> – to learn more about Meritec’s Products

<https://www.dropbox.com/s/o2js5dzrr63hwtg/MERITEC-INTRO-Virtual-Audio-TOUR.mp4?dl=0>

https://www.dropbox.com/s/jljb55qfc9tb06y/50th-Anniversary-MERITEC-InnovationTimeline_R6_1080p.mp4?dl=0

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