ORC Industries, Inc.
Wisconsin/Texas
Injection Molding Specialist

Department: Manufacturing  Job Status: Full Time
FLSA Status: Non-Exempt  Reports To: Plant Manager
Grade/Level: Craft Workers  Amount of Travel Required: NA
Work Schedule:  Positions Supervised: NA

40 hours per week, as assigned

POSITION SUMMARY
Assists in maintaining manufacturing specifications and processes according to engineering standards; assists in performing time studies and monitors ergonomic modifications made to enhance or facilitate employee accommodation and performance; performs routine engineering assignments such as simple design work, work studies and record keeping.

ESSENTIAL FUNCTIONS
1. Maintains data on product design and conformance to engineering principles, customer requirement data, product quality standards and specifications; may work on completing product drawings; may assist in time-study projects and production rate standards;
2. Maintains appropriate files on destructive and non-destructive testing, processes certifications for equipment and assists with government compliance standards;
3. May assist in securing data that establishes standards for piece rate and sub-minimum employees; may suggest/recommend changes relative to manufacturing or engineering processes;
4. Interfaces with quality and production personnel for purposes of continuous product improvement;
5. Maintains the injection molding equipment;
6. Abides by and ensures employee safety; helps enforce all applicable EHS rules and regulations;
7. Performs other job related duties as assigned.

POSITION QUALIFICATIONS
Bachelors or technical two year degree in manufacturing/industrial engineering highly desirable; one (1) to two (2) years experience in engineering departments, product design, or similar experience in an industrial environment; must have good interpersonal and communication skills and a working knowledge of computer applications; knowledge of ISO Standards, product line and quality systems highly desirable.

Supervisor Signature: _____________________________________________ date: __________________
Employee Signature: _____________________________________________ date: __________________

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

If interested, send your resumes to Ying Vang (yvang@orcind.com), the ORC HR Director.