

## Perfection Spring & Stamping Corp.

### POSITION DESCRIPTION

**POSITION TITLE:** Material Handler/Dockworker

**DEPARTMENT:** Shipping/Receiving

**JOB RELATIONSHIPS:**  
Reports to: Material Manager

**BASIC FUNCTION:** Multiple daily activities include, but are not limited to: unloading of trucks, inventory transfers, issuing material and components to the production areas, distribution of supplies, coordinating and completing outside processing activities, packing product, loading outbound trucks, deliver and/or pick up parts/supplies/equipment, etc. by driving company truck, as well as a variety of computer-based activities such as, entering shipments into company manufacturing system, customer websites and our vendor websites -- both domestic and international, making shipping labels, entering labor, and entering material to stock.

### JOB DUTIES AND RESPONSIBILITIES

1. Responsible for preparing part estimates for new and revised quotes to meet customer/prospects deadlines.
2. Analyze customer prints and specifications for a variety of complex metal stampings and springs. Plan and layout manufacturing process, and determine new tooling needs.
3. Schedule and conduct part feasibility and tool design review meetings and obtain any necessary project information/clarifications from customer.
4. Review project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements and resource availability.
5. Work with customer engineering staff to design and develop prototype parts to meet customer product needs that can be manufactured at reasonable costs, when required.
6. Responsible for ensuring that manufacturing staff follow project plans and designs without having any line authority over this area.
7. Plan, design, coordinate and implement flow of the manufacturing processes to manufacture parts in the most cost effective manner.
8. Coordinate the building of new tools involving complex progressive and 4-slide dies as well as all other required tools, dies, jigs, gages and assembly fixtures, in house and with outside sources, monitor and follow up as necessary to ensure planned job schedules and projected costs are maintained.
9. Coordinate PPAP schedule with production control and ensure adequate time is slotted for trial runs and debugging.
10. Coordinate the inspection of sample parts from new tools with Quality Assurance, analyze and recommend modifications to tools as needed. Responsible for obtaining necessary deviations from customer, with guidance from Quality Assurance.
11. Responsible for part until appropriate signoff from Manufacturing & Quality Assurance.

12. Contact various vendors to quote piece prices for raw materials and processing.
13. Review pricing determination with supervisor for prototyping and formal quotation to customer.
14. Review and compare submitted customer drawings to archived drawings for revisions or errors.
15. Review engineering design prints to determine if changes are necessary to meet international standards.
16. Maintain engineering estimating computer system and update as needed.
17. Estimate pricing changes for customer design alterations.

**POSITION SPECIFICATIONS AND REQUIREMENTS:**

- Must have a minimum of three (3) years experience within a durable goods manufacturing environment. Metal stamping environment highly desirable.
- Must possess a demonstrated ability to work with little supervision and the capability to keep track of multiple demands, resources and requirements.
- Forklift experience required with the ability to operate a forklift in a safe manner to load, unload and transfer materials or equipment throughout operations.
- Ability to lift up to 50 pounds.
- Computer proficiency to retrieve, enter, and review data related to work in process, raw materials, finished goods, inventory of any kind, as well as customers' advances shipping notices (ASNs).
- Ability to accurately use electronic weigh count scale, tape machine and hand pallet jack to pack and ship product.
- Experience with expediting methods and procedures, as well as outside processing preferred.
- Hold and maintain valid, current Class C license or able and willing to get one within first three (3) months of employment as a condition of employment.
- Must have good decision-making skills, strong math skills, and the ability to accurately interpret written instructions and procedures.
- Ability to work second shift (2:30 p.m. - 10:50 p.m.).