

PERFECTION SPRING & STAMPING CORP.
Job Description

POSITION TITLE: Process Engineer
DEPARTMENT: Engineering

JOB RELATIONSHIPS:

Reports To: Vice President of Operations
Supervises: No one

BASIC FUNCTION: This position is involved with the manufacture of metal spring and stamping products from cradle to grave to ensure financial success. Serve as the primary engineering contact with designated customers and is accountable for the overall profitability or cost effectiveness of assigned parts and assigned projects. In addition, follows all company standard operating procedures and ensures that quality, efficiency and effective methods are major points of focus in satisfying the above responsibilities and accountability.

ESSENTIAL 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 REQUIREMENTS AND SPECIFICATIONS:

- Broad knowledge of a discipline, such as mechanical engineering (preferred), or in a combination of experience, education and training equivalent to a Bachelor's degree.
- A minimum of four years experience in a metal stamping manufacturer environment.
- Knowledge of stamping and/or spring manufacturing processes required.
- Systems proficiency in MS Office Suite, manufacturing systems and SolidWorks and/or Auto-CAD.
- Strong communication skills; verbal and written.
- An understanding of the automotive industry a plus.
- Must be highly organized with an eye for detail, completeness and accuracy with strong follow-up skills.
- Demonstrated ability to exercise good judgment and when to escalate concerns and/or issues.
- Good verbal and written communication skills requiring tact and discretion.
- Ability to effectively present information one-on-one or in small group situations; internally or externally with customers and/or vendors.
- Demonstrated ability to read, comprehend and appropriately act upon instructions and other material; written or verbal including, but not limited to, a demonstrated ability to read and analyze instructions, reports, and procedures, as well as to write routine reports and correspondence, and communicate effectively one-on-one or before small groups of vendors, customers and employees.
- Must be able to work under pressure, meet deadlines, and deal with shifting priorities.
- Dependable, trustworthy individual; able to maintain the confidentiality of privileged information and material.
- Knowledge of engineering and manufacturing methods and procedures.