

Tooling Coordinator



About Our Company:

North American Carbide is a Family owned company located in Orchard Park, New York and has been servicing the Automotive and Aerospace industry worldwide with precision tooling for the past 40 years. Our constant commitment to reinvesting in our company has led to a decade of steady and sustainable growth.

Our business is built on saving customers money using regrind and downsizing programs, eliminating waste, and taking care of our employees.

Imagine working for a company that not only challenges and wants excellence from its employees but provides you with the tools to succeed. We are not like most manufacturers, we strive to build a team culture in our employees. At North American Carbide we pride ourselves on keeping up with technological advancements as well as best practices in advanced manufacturing.

Description:

The Tooling Coordinator is responsible for ordering new and replacement tools, perform tool preventative maintenance and support of repairs for tools. The Tooling Coordinator also identifies opportunities for improvements while working closely with Engineering and the Plant Manager.

Scope of Responsibilities:

- Order all replacement tools for all production areas.
- Ensures that tooling is correctly labeled and inventoried in each production area.
- Works with Engineering to redesign tooling.
- Keeps records of repairs, changes and maintenance for tooling.
- Perform timely preventive maintenance on all tools.
- In-source and outsource repairs when required.
- Direct involvement in review for new tools. All new tooling designs must incorporate the ability for quick tool change.
- Integral part of pre-production planning relating to tooling.
- Working closely with the Process Engineer and machine operators in tool validation, qualification studies and corrective actions.
- Prepare a set up kit for each work order for each production area. Kit should contain all tooling, wheels, programming information, process sheets, blanks if necessary and etc.

Qualifications:

- Good mechanical understanding of precision tolerances and design for manufacturing.
- Understanding of basic machinery used in tooling repairs, fabrication and maintenance; i.e. Bridgeport, surface grinder, etc.
- Familiarity with SolidWorks and Esprit CADD/CAM applications (achievement of proficiency required on the job)
- Capability with Microsoft Office
- Ability to read tool and part prints
- Effective communication with different individuals at all levels of the company and vendors.
- Good organization, follow-up, and multitasking skills required.

Competitive Benefits:

- Medical (5 plans including no cost options)
- FSA/HSA, with co. contribution
- Dental
- Life, co. paid
- 401(k), with co. contribution
- Paid Vacation
- Paid Holidays
- Paid Sick Time

If you are interested in joining an advanced manufacturing team dedicated to improving quality, value, and reducing waste through continuous improvement please contact us at NACHR@northamericancarbide.com, with a copy of your resume, cover letter and position of interest. Visit us online at <http://www.northamericancarbide.com/contact-us/job-openings/>