

Job Title: Drafter

Location: GLE Precision / Bridgeport MI

Reports to: GM

FLSA Status: Non-Exempt

Prepared Date: 4/26/22

Summary:

This position focuses on and is responsible for working with Sales and Manufacturing to create the needed drawings for production and customer conversations. Drawings will be produced in CAD and use 3D Modeling to add in product developments, coordinating, and improving upon the quality of manufactured products and process at GLE. This would include the coordination and administration of customer requirements, compliance to regulatory systems such as AS9100 and ISO programs. Interfaces with and provides quality detail and support to customers, management and manufacturing operations. The position is responsible for coordination with the manufacturing operations to ensure the production of quality products made on-time, in support GLE Precision manufacturing strategic objectives.

Essential Duties and Responsibilities:

- Create detailed correct CAD drawings
- Daily use of ERP system for a variety of tasks.
- Inspects manufacturing products.
- Communication with customers is required to define and clarify customer requirements
- Interpreting and translating data from customers Po's and print into the GLE System
- Develop educational material and provide training as needed
- Help define and develop performance improvement targets for quality, service and efficiency.
- Implement systems to ensure that services and products conform to regulatory requirements
- Process customer purchase orders for production.
- Purchasing of materials for use in the manufacturing and quality process.
- Initiate process improvements to reduce cost and increase efficiency.
- Ethically protect company resources and best interest.
- Receive and mark incoming materials
- Follow established safety procedures to assure a clean, safe work environment is promoted and maintained

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Work Experience:

- 3-5 years' experience in manufacturing and in use of Drafting solutions such as Auto-CAD and Solid Works
- Associates degree in related fields is required.
- Good customer communication skills in support of internal and external customers
- Ability to work in ERP system such as Job boss
- Must have good written and verbal communication skills
- Proficient with presentation and other documentation applications such as Visio, MS Project and PowerPoint
- Ability to read and interpret product prints
- Experience in a manufacturing environment
- Knowledge of problem-solving processes and tools, such as Lean
- Or equivalent combination of education and experience

Technical Skills:

Travel:

- Travel generally not required

Please apply by submitting a resume to (Careers@GLE-Precision.com) www.GLE-Precision.com

Hyperion Materials & Technologies Core Competencies required to perform standards of position:

Job Knowledge	Has the skills and knowledge necessary to be effective in the specific functional content of their job. Learns quickly, demonstrates intellectual curiosity, and embraces opportunities for personal growth and development.
Results Orientation	Maintains a high level of commitment to personally getting things done. Demonstrates initiative and applies a sense of urgency. Executes and follows through. Delivers quality work on time. Dependable and responsible.
Teamwork	Effectively works and collaborates with others toward a common goal. Builds and maintains cooperative and productive working relationships with others. Is open minded and flexible. Completes their own tasks for team projects in a timely and responsible manner and directly contributes to reaching the team goals.
Innovation & Continuous Improvement	Generates creative and novel ideas and solutions that will result in improved processes, better outcomes, and higher productivity. Open to change and adapts to different ways of doing things. Tries to develop new ways to address business challenges and problems. Forward thinking and resourceful.
Customer Focus	Dedicated to meeting the expectations and requirements of internal and external customers; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Interpersonal Communication	Communicates clearly and effectively verbally and in writing with people inside and outside of the organization. Listens effectively and develops rapport with others. Articulates their thoughts and ideas clearly, presents information in a straightforward and logical way and ensures that they are understood. Shares information with others that will improve work progress.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. Hyperion Materials & Technologies reserves the right to change job descriptions as business need dictates.