

2017 Manufacturing Compensation & Benefits Survey®

Survey Job ID	Job Family	Survey Job Title	Survey Job Description	Survey Job Qualifications	Comments
13	Accounting / Finance	Accountant	Under general direction, performs a variety of accounting functions to properly record, interpret, and report on an organization's financial transactions and financial position. May relate to accounts payable, accounts receivable, payroll, or general accounting or some combination for a company.	Requires a Bachelor's degree in accounting or equivalent. If your firm has more than one level for this position, report your second level; this is not an entry level position nor a senior/lead position.	
18	Accounting / Finance	Accountant, Senior	Same general job duties as Accountant position (survey job code 13) that require more experience or judgment.	Requires a Bachelor's degree in accounting or equivalent and 5 or more years of experience. This is not an entry or intermediate level position.	
12	Accounting / Finance	Accounting Clerk / Bookkeeper	Under direct supervision, performs a variety of clerical accounting tasks. Codes and prepares entries for posting according to chart of accounts, processes payments, verifies information and accuracy, and files records. Prepares information for periodic reports. May involve accounts receivable, accounts payable and/or other accounting areas.	Requires a high school diploma or equivalent, and zero to 3 years of relevant experience.	
15	Accounting / Finance	Controller	Oversees the firm's accounting system. Top accounting official in the organization. Develops, implements, and evaluates accounting policies, reporting procedures, and accounting controls. Analyzes and interprets financial statements and reports for the guidance of top management. Participates with other members of management in planning and controlling company operations. Assures all required tax and information returns are prepared in compliance with all laws and regulations. May have responsibility for Human Resources function. Note: This is not the top finance position in the firm; refer to survey position VP Administration with Finance (job code 113).	Requires Bachelor's degree in accounting or equivalent and 5 or more years of experience in all phases of accounting.	
17	Accounting / Finance	Cost Accountant	Conducts and analyzes cost audits to determine costs of business activity, including but not limited to, raw material purchases, inventory, and labor. Analyzes data and prepares management reports using spreadsheets or databases. Analysis includes review of design changes, raw materials, production processes or services provided to determine effects on cost.	Requires a Bachelor's degree in accounting and 2 or more years of experience.	
14	Accounting / Finance	Manager, Accounting	Manages the organization's accounting functions. May include general accounting, cost accounting, budget preparation, payroll, accounts receivable, accounts payable, or some combination. Reviews and directs the consolidation and preparation of various financial reports. May prepare or direct the preparation of tax or information returns or reports.	Requires a Bachelor's degree in accounting or equivalent plus comprehensive managerial experience and supervisory skills.	
11	Accounting / Finance	Payroll Clerk	Under direct supervision, calculates hours worked for employees from time sheets, time cards, or other records. Determines amounts of salary adjustments per policy and determines amount of deductions, withholding, etc. Enters data into payroll system. May prepare and distribute checks. Performs other related payroll and accounting duties.	Requires a high school diploma or equivalent plus 3 to 5 years of relevant experience.	
16	Accounting / Finance	Supervisor, Accounts Payable / Receivable	Plans and directs the work of accounts receivable and accounts payable areas. Supervises a staff of accounting clerks or other nonexempt accounting personnel involved in the processing of receivables and payables and preparing financial reports.	Requires a Bachelor's degree in accounting or equivalent, 3 to 5 years of accounting experience and good supervisory skills.	
362	Across Industries - Assembly	Assembler - Electrical	Performs repetitive, short cycle electrical or electro mechanical assembly, following prescribed steps of the assembly process. Uses standard hand tools, soldering devices, fixtures, or jigs suited as instructed. Work may be performed at a bench or clean room environment and be aided through magnification and enhanced lighting of workspace.	High school diploma and six months of relevant work experience.	
233	Across Industries - Assembly	Assembler I - Mechanical	Under direct supervision, assembles and/or packages mechanical parts in a production facility involving both light and heavy parts. Generally works at an assigned work station.	This is an unskilled position requiring zero to six months of relevant experience.	
372	Across Industries - Assembly	Assembler II - Mechanical	Under limited supervision, assembles mechanical parts or units, and positions, aligns, and fastens units to assemblies, subassemblies, or frames, using hand tools and power tools. Refers to blueprints and specifications to assemble, modify, rework, or reassemble parts/units. Assembles parts/units to customer specifications and tolerances. Assignments are moderately complex.	Typically requires a high school diploma or equivalent and 2 to 4 years of relevant work experience.	

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373	Across Industries - Assembly	Assembler Lead - Mechanical	Under general supervision performs a wide range of non-repetitive mechanical assembly operations on parts or sub-assemblies. Uses schematics or blueprints, wiring lists, and verbal and/or written instructions to assemble, rework, or reassemble units. Assignments are complex and judgment is required to resolve problems. Receives limited instructions on new assignments. Trains, assists, and provides work direction to lower level assemblers.	Typically requires a high school diploma or equivalent and 4 or more years of relevant work experience.	
325	Across Industries - Assembly	Packer	Packs product or parts into shipping cartons as described on order forms/instruction sheets. Uses packaging materials as necessary to prevent breakage or damage. Closes, seals and accurately labels cartons for shipping.	Requires high school diploma or equivalent with minimal experience.	
500	Across Industries - Assembly	Solderer	Responsible for soldering circuit boards for conformance to standards to ensure quality. May also perform Assembler functions.	Requires High School Diploma or equivalent. 1-2 years related experience required.	New Job in 2018
171	Across Industries - Facilities	Custodian / Janitor	Performs cleaning and housekeeping duties in the office or plant. Cleans lavatories and disposes of waste paper. May sweep, mop, and wax floors. May operate industrial cleaning equipment or machinery in performing assigned duties.	This is an unskilled position requiring three to six months of experience.	
443	Across Industries - Facilities	Environmental, Health and Safety Manager	With direction from management, develops and implements the environmental, health and safety department and programs. Implements and oversees practices and procedures to ensure that all facilities are in compliance with regulations and that environmental risks are appropriately managed. Conducts or supervises audits to ensure employee safety and health is protected and to maintain compliance with health and safety laws, standards and regulations. Implements performance measures and conducts employee training as needed to reduce risks and ensure compliance.	Requires a Bachelor's degree or equivalent and 7-10 years of experience in most areas of environmental, health and safety practice.	
172	Across Industries - Facilities	Facilities Maintenance - Advanced	Performs routine and non-routine maintenance and repair of buildings, machines, and facilities where skills of the building trades are involved. Duties may include carpentry, plumbing, concrete work, roof repair, yard and parking lot maintenance, painting, boiler repair and maintenance, and snow removal, requiring electrical, mechanical, plumbing, or carpentry skills. Refers work to outside vendors when required by size of project or where specific skills are required.	This is a skilled position requiring 1 to 2 of trade school and 3 to 4 years of relevant experience.	
173	Across Industries - Facilities	Facilities Maintenance - General	Performs a variety of types of simple preventive and routine maintenance and repairs, including simple electrical, mechanical, plumbing, or carpentry work. Refers more complex work to outside contractors or to more experienced maintenance personnel.	This is a semi-skilled position requiring some trade school training or equivalent and 3 to 5 years of relevant experience.	
174	Across Industries - Facilities	Maintenance Electrician	Performs preventive and routine maintenance and repair on electrical equipment. Designs and installs electrical circuits and other related work. Ensures that all electrical equipment is functioning properly.	This is a skilled position requiring specialized training and completion of an apprenticeship.	
175	Across Industries - Facilities	Maintenance Mechanic	Under general supervision performs routine and non-routine preventive, maintenance, and repair work on mechanical equipment. Ensures that all equipment is functioning satisfactorily. Makes repairs or reports equipment problems as needed.	This is a skilled position requiring a trade school certificate or equivalent and 3 to 4 years of relevant experience.	
176	Across Industries - Facilities	Manager, Facilities	Manages the planning, direction, and coordination of all facilities functions including maintenance, grounds, heating, cooling, ventilation, building layout, and remodeling. Coordinates maintenance functions using both inside personnel and outside contractors to accomplish facilities maintenance and new construction. Obtains building permits and site plan approvals from local governments. Presents options for new facility designs and remodeling to top management. Provides direct supervision to supervisors and/or maintenance staff in the various facilities functions.	Requires a Bachelor's degree or equivalent and 6 to 8 years of supervisory experience in facilities functions; may often have an engineering background.	
445	Across Industries - Facilities	Safety & Security Coordinator	Assists in the development of safety and security programs intended to reduce or eliminate hazardous conditions, workplace illnesses, injuries or deaths, and financial losses. Implements safety and security programs, identifying and appraising workplace conditions, evaluating potential extent of injuries from accidents and recommending changes to operational procedures, gathering and analyzing occupational hazard and illness data, preparing reports, conducting safety and security training and education programs for managers and employees. May coordinate programs and services of external vendors.	Requires Bachelor's degree in occupational safety or related field and 3 to 5 years of experience.	

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499	Across Industries - Facilities	Sanitizer	Clean portable tanks, pumps, hoses and filling equipment so batch mixing and filling lines can proceed according to schedule. Production support and process equipment sanitation.	Requires High School diploma or equivalent. 0-1 years related experience.	New Job in 2018
244	Across Industries - Finishing	Finisher - Second Operations	Sets up and uses a variety of tools to finish edges, remove flash, clear holes, etc. from molded metal or plastic parts.	Relatively unskilled position where operator is responsible for quality of their work.	
234	Across Industries - Finishing	Painter	Performs high quality spray painting or powder painting in accordance with established standards where previous experience is required. May perform some mixing of paints. Usually paints as part of a moving line. Standard paints, powdered resins, or special paints are used. Inspects painted units for runs, sags, unpainted areas, or other defects.	Requires 2 or more years' relevant experience.	
223	Across Industries - Machining	CNC Machine Set Up / Operator	Sets up and operates CNC metal/material removing machine tools such as milling machines, lathes, screw machines, grinders, drill presses, and chuckers. Work is performed on a number of different machines or materials. Operations may be somewhat repetitive. Operator is responsible for quality of work.	Requires some trade school training and 5 or more years of relevant work experience.	
222	Across Industries - Machining	CNC Operator	Operates CNC metal/material removing machine tools such as milling machines, lathes, screw machines, grinders, drill presses, and chuckers. Work is performed on a number of different machines or materials. Operations may be somewhat repetitive. Operator is responsible for quality of work.	Requires some trade school training and 3 or more years of relevant work experience.	
221	Across Industries - Machining	Machine Operator	Operates and may setup metal/material removing machine tools such as milling machines, lathes, screw machines, grinders, drill presses, and chuckers. Work is generally performed on a number of different machines or materials. Operations may be somewhat repetitive. Operator is responsible for quality of work.	Requires some trade school training and 3 or more years of relevant work experience.	
220	Across Industries - Machining	Machine Operator - Apprentice	Learning to set up and operate metal/material removing machine tools such as milling machines, lathes, screw machines, grinders, drill presses, and chuckers. Work is generally concentrated on machine and operations may be very repetitive. Operator is responsible for quality of work.	Requires some trade school training and is now developing additional skills on the job.	
490	Across Industries - Tooling	Mold Maker, Class B	With limited supervision and assistance, makes molds for metal castings or injection molds of a complex and precise nature. Works from blueprints or drawings, and visualizes shape of mold in reverse of product to plan mold design and sequence of operations required to build. Operates a wide variety of bench and machine tools to craft shape of mold, including CNC machining. Inspects and/or repairs existing molds.	Requires trade school and 3 to 5 years of experience or equivalent.	
349	Across Industries - Tooling	Mold Maker, Journeyman, Class A	Makes molds for metal castings or injection molds according to exacting product specifications. Works from blueprints or drawings, and visualizes shape of mold in reverse of product to plan mold design and sequence of operations required to build. Operates a wide variety of bench and machine tools to craft shape of mold, including CNC machining. Inspects and/or repairs existing molds.	Requires trade school and 5 or more years of experience or equivalent.	
33	Administrative Support	Administrative Assistant	Performs more advanced secretarial duties, generally for two or more individuals. Handles routine matters for manager where appropriate. Handles confidential information. May compose correspondence, collect or research information from various sources for report or meeting preparation, etc. May direct the work of more junior secretaries.	Requires a high school diploma or equivalent and 5 or more years secretarial experience with knowledge of operations and policies.	
35	Administrative Support	Administrative Assistant to Executive	Highest level administrative assistant position directly supporting an executive (i.e., CEO or President). Requires incumbent to exercise independent judgment and discretion regarding confidential matters. Performs a variety of administrative duties: screens calls, plans meetings/conferences, compiles information and prepares complex reports/documents for executive level decision making.	Requires high school diploma or equivalent and 5 or more years of experience.	
34	Administrative Support	Office Manager	Has overall responsibility for the functioning of the "front" office operations. Typical duties include: assign and regulate clerical and secretarial functions; evaluate and manage performance of employees with reporting relationship to office manager; assist with the selection and recruitment of new candidates; design and maintain filing systems; may maintain employee files; and maintain adequate level of office supplies. May supervise clerical staff for such functions as copy/duplicating, mailroom, file room, etc.	Requires an associate degree and 3 or more years of experience with office procedures and supervision.	
31	Administrative Support	Receptionist / Switchboard Operator	Operates the company's telephone system. Takes and relays messages appropriately. Acts as a receptionist to greet and direct visitors to the organization or departments within the organization. May do incidental typing or clerical tasks as assigned.	Requires a high school diploma or equivalent.	

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32	Administrative Support	Secretary	Performs a variety of secretarial duties generally for two or more individuals. Duties typically include operating a PC for word processing and spreadsheets, filing, answering telephones, taking messages, scheduling appointments, making travel arrangements, etc.	Requires a high school diploma or equivalent and some relevant work experience.	
456	Clinical / Regulatory	Director of Quality and Regulatory	Responsible for setting direction and overseeing execution of quality assurance and regulatory compliance programs. Typical duties include: assuring Company has quality assurance and regulatory systems and programs that result in compliance with all applicable medical device regulations and standards; overseeing Quality and Regulatory Affairs activities in multiple operating units; interacting with applicable regulatory agencies regarding product compliance; implementing and maintaining a compliant quality system per FDA and ISO requirements; assuring compliance of products manufactured at Company's plants.	Requires Bachelor's degree, and 10 or more years of experience in medical device and/or pharmaceutical quality and/or regulatory management position, including 3-5 years of supervisory experience.	
459	Clinical / Regulatory	Manager, Quality Control and Regulatory	Responsible for implementation, management and coordination of Company's quality and regulatory compliance programs in accordance with Good Clinical Practices.	Requires Bachelor's degree, and 5 to 8 years of relevant experience.	
278	Clinical / Regulatory	Regulatory Affairs/Compliance Specialist	Plans, performs and documents quality system audits. Responsible for preparation of worldwide regulatory submissions. Assists in reviewing changes to regulatory requirements and delivers training. Reviews and approves product labeling. Acts as Regulatory Representative to product development teams.	Requires 2 to 4 years of experience with regulatory compliance and knowledge of regulatory guidelines. Bachelor's degree in technical or scientific field preferred.	
51	Customer Service	Customer Service Representative	Under direct supervision, corresponds in-person or by telephone, with customers concerning sales or service inquiries in a manner that will ensure good customer relations. The primary focus is to gather and exchange information. Authority to take action is limited to established policy. Escalates more difficult issues. Contacts other departments to obtain needed information. Completes necessary records to document inquiries. Performs miscellaneous clerical duties as required. Work is typically performed using a PC.	Requires a high school diploma or equivalent, knowledge of the organization and zero to 3 years of relevant experience.	
52	Customer Service	Customer Service Representative, Lead	Under general supervision, has frequent contact with customers to provide or clarify information concerning service, products, pricing, billing, status of accounts, quality, or warranty/remedy questions. Has authority within guidelines to make changes to pricing, authorize returns, or waive fees in order to ensure customer satisfaction. May provide work direction to less experienced customer service personnel.	Requires in-depth knowledge of products or services. Requires a Bachelor's degree or equivalent plus 3 or more years of relevant work experience.	
53	Customer Service	Manager, Customer Service	Coordinates customer service activities in the organization to assure the best possible service is provided. Resolves the most difficult customer service problems where major customers are involved or where an account may be in jeopardy. Recommends and implements changes in customer service programs, policies, and procedures to improve customer service or reduce department costs. Works closely with other departments to obtain or provide customer service information.	Requires a Bachelor's degree or equivalent plus considerable relevant work experience in all phases of customer service work.	
54	Customer Service	Technical Service Representative	Under general supervision provides customers with technical telephone, fax, or e-mail support and/or field support for company products in a manner that ensures good customer relations. May contribute to, write, or coordinate production of technical publications, such as service manuals and technical bulletins. May assist in technical training programs for customers and employees. Assists in evaluating and testing new products, enhancements, or changes. May provide recommendations on spare parts for new products and product changes.	Requires a technical school degree or equivalent plus 3 or more years of relevant work experience.	
77	Engineering - Design	Chief Engineer / Lead Project Engineer	Plans and directs the technical aspects of the most highly complex research and development programs. Synthesizes and analyzes studies that require application of advanced knowledge in a specific field. Provides project direction and technical counsel to lower level engineers. Researches, studies, and proposes the use of new technologies to be used in the development of new and improved products.	Requires a Bachelor's degree (Master's degree preferred) in engineering or equivalent plus 8 or more years of relevant engineering experience.	
80	Engineering - Design	CNC Programmer	Creates programs to control the operation sequence and cycling of computer numerical controlled machines. May include work with multiple machines such as material removing, fabricating, cutting, or laser etching, etc. Programs correct operational sequence, tooling change, x, y and z movement of carriage or head and cycle speed, etc.. Develops program from specifications and schematics or blueprints.	Requires thorough knowledge of CNC machine capabilities and materials characteristics. Requires one year of trade school and 3 or more years of related work experience.	

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72	Engineering - Design	Design Engineer - Electrical	Plans, designs, and develops electrical products or components for projects assigned, generally smaller projects. Prepares and/or directs preparation of layouts, drawings, and specifications. Defines tests to be conducted and evaluates test results. Recommends and develops design changes. May have the job title of Product Development Engineer.	Requires a Bachelor's degree in electrical engineering or equivalent plus 2 to 5 years of relevant engineering experience.	
73	Engineering - Design	Design Engineer - Electrical, Senior	Plans and directs engineering in major projects through all phases of innovation and development. Establishes priorities for work delegated to others. Assists in feasibility studies on proposed projects. Directs preparation of layouts, drawings, and specifications. Defines tests to be conducted and evaluates test results. Recommends and develops design changes.	Requires a Bachelor's degree in electrical engineering or equivalent plus 5 to 8 years of relevant design phase engineering experience.	
95	Engineering - Design	Design Engineer - Injection Molds	Plans, designs, and develops injection molds for assigned projects. Prepares design based on customer specifications and facilitates prototype development process. Defines tests to be conducted and evaluates test results. Recommends and develops design changes.	Requires a Bachelor's degree in Engineering, and 5 or more years of relevant engineering experience.	
75	Engineering - Design	Design Engineer - Mechanical	Plans, designs, and develops mechanical products or components in projects assigned, generally smaller projects. Prepares and/or directs preparation of layouts, drawings, and specifications. Defines tests to be conducted and evaluates test results. Recommends and develops design changes. May have the title of Product Development Engineer.	Requires a Bachelor's degree in mechanical engineering or equivalent plus 2 to 5 years of relevant engineering experience.	
85	Engineering - Design	Designer - CAD	Working from verbal instructions and rough sketches operates a CAD visual display terminal to produce accurate scale layouts of parts, assemblies, or devices and redesigns, designs, or adapts parts and components as required. Capable of producing independently repetitive design assignments and designing standard parts and components. Provides technical direction to and checks work of design drafters assigned to assist on the project. Is capable of making advanced dimensional calculations and is familiar with handbooks. Has considerable contact with shop, test and purchasing departments.	Requires an Associate's / technical degree and 2 or more years of design / drafting experience, or equivalent related work experience.	
97	Engineering - Design	Designer - Tools	Provides engineering support for new product development, production activities, including interpretation of customer prints, development of documented procedures and design, and documentation of tooling for products. Works directly with engineers / designers to produce tool drawings and models from sketches, existing drawings and electronic images. Other duties as assigned.	This position requires a 2-year technical degree or equivalent related experience and basic computer knowledge, including the use of CAD software. Some industrial experience in a manufacturing and/or electrical/electronic setting helpful.	
84	Engineering - Documentation	Detail Drafter	Prepares detailed drawings for products or equipment for design layouts, including electrical or mechanical components, parts, and assemblies, illustrating views of all sections. Calculates necessary dimensions and determines needed quantities of materials and parts.	Requires a technical college certificate and zero to 1 year of relevant work experience.	
86	Engineering - Documentation	Documentation Coordinator	Operates various duplicating machines or printer/plotters to process engineering documents according to standard procedures. Catalogs and files original drawings or electronic files and maintains other related records. Operates document retrieval system. Coordinates the maintenance of various duplicating machines and electronic equipment.	Requires a high school diploma or equivalent and 2 to 5 years of relevant work experience.	
76	Engineering - Management	Design Engineer - Mechanical, Senior	Plans and directs engineering in major mechanical projects through all phases of innovation and development. Establishes priorities for work delegated to others. Assists in feasibility studies on proposed projects. Directs preparation of layouts, drawings and specifications. Defines tests to be conducted and evaluates test results. Recommends and develops design changes.	Requires a Bachelor's degree in mechanical engineering or equivalent plus 5 to 8 years of relevant design phase engineering experience.	
83	Engineering - Management	Manager, Engineering	Plans, supervises, and coordinates all phases of engineering design and testing for an engineering group. Initiates procedures, methods, and equipment for the development of projects. Assigns projects and approves designs, procedures, and prototypes. Provides consultation to staff as needed.	Requires a Bachelor's degree in engineering or equivalent plus considerable proven experience and ability in the engineering discipline managed.	
446	Engineering - Management	Project Manager	Responsible for managing the overall project budget, including scope, schedule, and resources to complete a project within expected timeframes. Typical duties include: creating and tracking project plan, milestones, deliverables, and budget; managing project workgroups; coordinating creation of project deliverables, issues resolution and escalation with project sponsor and internal resources.	Requires five to seven years of overall business experience, and 1 to 3 years of project management experience leading cross-functional projects.	

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87	Engineering - Management	Top Engineering Executive	Oversees the engineering function for all product lines of the organization. Ensures that product concepts are designed to meet all company or customer specifications and that the manufacturing process is as efficient as possible. Includes both product/design and process/manufacturing engineering. Approves product designs and resultant prototypes. Provides consultation on engineering matters as requested.	Requires Bachelor's degree (Master's preferred) in engineering or equivalent plus considerable proven experience and ability in engineering design, administration, and supervision. Representative job titles include Vice President of Engineering or Director of Engineering.	
98	Engineering - Manufacturing	Automation Engineer	Reviews and designs manufacturing processes to ensure maximum efficiency and output. Modifies process by which products/deliverables are manufactured or assembled and assesses type of equipment used to improve production speed, quality, or safety.	Requires a Bachelor's degree in engineering or equivalent plus 5 or more years of engineering experience.	
96	Engineering - Manufacturing	Automation Technician	Installs, programs, integrates, troubleshoots, and repairs robotic equipment such as CNC's, PLC's, robot controllers, positioning systems, vision systems, automated fixture devices and parts orientors/feeders. May be responsible for making equipment upgrades and process improvements to support existing robotic processes.	Requires an Associate's degree in electrical engineering, mechanical engineering, engineering technology with a concentration in Robotics, or suitable and demonstrative skills based on years of experience. Demonstrated experience in conceptualizing, designing, programming, and troubleshooting robotics equipment and control systems. Thorough understanding of inputs and outputs from robot controls, and safety interconnects for robot and machine controls.	
81	Engineering - Manufacturing	Industrial / Manufacturing Engineer	Under limited supervision with only a general outline of objectives, performs various manufacturing engineering assignments. Plans and develops work program and project cost estimates for approval by supervisor and secures approval for subsequent changes or variances from approved plans. Works on projects involving the location of equipment, determination of work flow, analysis of production and processing steps, planning and scheduling of production, cost reduction, and cost control problems, etc. Participates in conversion to new methods, systems, etc., to assure planned implementation.	Requires a Bachelor's degree in engineering or equivalent plus 2 to 5 years of engineering experience.	
82	Engineering - Manufacturing	Industrial / Manufacturing Engineer, Senior	Participates in various manufacturing engineering assignments of a broad and complex nature, requiring significant creativity, ingenuity, and judgment. Plans and develops work program and cost estimates with little technical direction and under general supervision only. Participates in or conducts meetings or conferences on planning, scheduling, progress, and difficulties. Supervises or directs conversion to and implementation of completed projects.	Requires a Bachelor's degree in engineering or equivalent plus 5 or more years of engineering experience.	
88	Engineering - Manufacturing	Process Engineer	Reviews and designs manufacturing processes to ensure maximum efficiency and output. Modifies process by which products/deliverables are manufactured or assembled and assesses type of equipment used to improve production speed, quality, or safety.	Requires a Bachelor's degree in engineering or equivalent plus 5 or more years of engineering experience.	
91	Engineering - Manufacturing	Project Engineer	Coordinates the planning, organization, control, and completion of specific assigned engineering projects. Identifies project requirements and assigns project staff according to requirements. Ensures compliance with engineering principles, company standards, and customer specifications. Controls or monitors project budget and prepares project reports.	Requires a Bachelor's degree in engineering or equivalent plus 5 or more years of engineering experience.	
94	Engineering - Manufacturing	Test Engineer	Provides production support in analyzing/troubleshooting products to ensure that the product meets design specifications and quality standards. Typical duties include: developing and executing test plans, procedures, and schedules; coordinating integrated testing activities; identifying capital equipment needs for testing products; evaluating the product during the manufacturing process to ensure design issues are resolved; reviewing test requirements to ensure completeness of test program and documenting test procedures; preparing test evaluations and reports.	Requires Bachelor's degree in Engineering, and 5 to 8 years of related testing experience.	
90	Engineering - Support	Estimator - Production	Develops cost estimates for manufacturing jobs/projects using standard costs for labor, materials, and equipment, working from job specifications provided by customer. Able to develop estimates on any job within the company's scope of business operations, including the larger and complex cases. Conveys estimates to customers and responds to questions, including some negotiation of details. Works under limited supervision.	Requires a high school diploma or equivalent plus 5 or more years of experience, in addition to thorough knowledge of company manufacturing operations.	

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496	Engineering - Support	Project Coordinator	Responsible for assisting with project planning and execution. This includes working with the Project Managers to understand the scope, schedule and resources required and providing administrative support/follow-up to ensure projects are completed within expected timeframes.	Requires Associate Degree in Engineering or Communications and 3-5+ years work experience in a high-level Administrative capacity in a manufacturing environment.	New Job in 2018
505	Engineering - Support	Technician - Automation and Instrumentation	Installs, programs, integrates, troubleshoots, and repairs control, instrumentation and automation systems for plant production and processing equipment. Works with robotic equipment such as CNC's, PLC's, robot controllers, positioning systems, vision systems, automated fixture devices and parts orientors/feeders. May be responsible for equipment upgrades and process improvements.	Requires an Associate's degree in electrical engineering, mechanical engineering, engineering technology, preferably with a concentration in instrumentation or robotics, or equivalent experience.	New Job in 2018
71	Engineering - Support	Technician - Electrical	Assembles, integrates, and tests various electrical devices and completes systems according to schematics, written or oral specifications with little or no supervision. Works with sales, engineering, and manufacturing teams to improve manufacturing practices, profitability, and product design for manufacturability.	Requires a technical school degree or equivalent and 5 to 7 years of relevant work experience.	
78	Engineering - Support	Technician - Field Service	Provides customers with technical telephone, fax, e-mail support and/or field support for company products. Contributes to, writes and/or coordinates production of technical publications such as service manuals, technical bulletins, etc. Often assists in technical training programs for customer and employees. Participates in the testing of new products, changes, or enhancements. Provides recommendations on product changes and manufacturing process improvements.	Requires a technical degree or equivalent and over 7 years of relevant work experience.	
501	Engineering - Support	Technician - Manufacturing Engineering	Responsible for designing and assembling manufacturing tools and fixtures in support of the production process. Assists in the development and update of manufacturing processes, may provide training to other production personnel. Documents operating procedures.	Requires a technical school degree or equivalent and 5 to 7 years of relevant work experience.	New Job in 2018
74	Engineering - Support	Technician - Mechanical	Lays out, assembles, and test various mechanical devices and completes systems according to blueprints, written or oral specifications. Works with sales, engineering, and manufacturing teams to improve manufacturing practices, profitability, and product design for manufacturability.	Requires a technical school degree or equivalent and 5 to 7 years of relevant work experience.	
113	Executive	Chief Financial Officer	Highest level executive responsible for establishing overall financial strategies, policies and procedures, including both treasury and accounting functions. Typically maintains relationships with banks and/or other credit sources. May have responsibility for at least one other major staff function such as legal, human resources, public relations, or administrative services. Typically called Chief Financial Officer or VP Finance.	Requires a Bachelor's degree or equivalent plus 8 or more years of management and finance experience.	
112	Executive	General Manager	Plans, directs, and controls the activities of an organization or operating unit to accomplish budgeted financial objectives and the strategic goals established at the corporate level. Directs all the activities of the operating unit, including a variety of key functions such as production, engineering, sales and marketing, human resources, purchasing, and accounting.	Requires a Bachelor's degree or equivalent plus considerable general management experience.	
111	Executive	President / Chief Executive Officer	Top executive in the organization/operating unit, responsible for establishing short and long-term goals and strategies to ensure the highest return on investment. Responsible to the Board of Directors and shareholders (owners) for growth and organizational performance. Provides overall direction to line and staff functions through senior level management.	Requires a Bachelor's degree or equivalent plus extensive broad general management experience.	
433	Executive	Top Human Resources Executive	Designs and develops human resources policies for the organization, consistent with corporate policies. Implements human resources programs related to employment, compensation, benefits, training, employee relations, etc. through Human Resources Manager or line managers. It is the highest level Human Resources position in the organization.	Requires a Bachelor's degree or equivalent and 10 or more years of experience in most phases of human resources administration. Representative job titles include Vice President of Human Resources, Director of Human Resources.	
155	Executive	Top Information Systems Executive	With direction from management develops and implements the objectives and priorities of the information systems department, which include data entry, computer operations, programming, and/or telecommunications. Initiates and supervises feasibility studies on new or improved data processing applications. Evaluates the capabilities and limitations of hardware and software for present use and recommends necessary changes. Position typically has one or more managers reporting to it.	Requires broad technical knowledge of all phases of information systems plus proven ability in administration and supervision. Representative job titles include Chief Information Technology Officer, Vice President of Information Systems or Director of Information Systems.	

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213	Executive	Top Operations Executive	Responsible for the efficiency of all manufacturing operations and final quality of products, to include all processes, planning, and policies. May include multiple production facilities. Works within broad guidelines and direction established by the CEO.	Requires significant manufacturing and operations experience. Representative job titles include Chief Operations Officer, Vice President of Operations or Director of Operations.	
428	Executive	Top Sales and Marketing Executive	Works under the broad direction and guidelines established by the CEO and is responsible for overseeing the activities of the marketing and sales personnel. Develops short and long term marketing and sales objectives. Designs and implements marketing and sales programs. May oversee the organization's field support functions.	Requires extensive sales and marketing experience. Representative job titles include Vice President of Sales and Marketing or Director of Sales and Marketing.	
315	Executive	Top Sales Executive	Works under the broad direction and guidelines established by the CEO and is responsible for the execution of the sales plan through sales personnel. Develops short and long term sales objectives. Designs and implements sales programs. May oversee the organization's field support functions.	Requires extensive sales experience. Representative job titles include Vice President of Sales or Director of Sales.	
114	Executive	VP Administration (without Finance)	Highest level executive responsible for establishing overall policies and procedures in a number of major staff areas such as legal, human resources, public relations, administrative services, etc. Excludes responsibility for the treasury/accounting/finance function.	Requires a Bachelor's degree or equivalent and 8 or more years of administrative management experience.	
131	Human Resources	Human Resources Assistant	Entry-level generalist position or specialist position, i.e., Job Analyst, Employment Interviewer, Training Assistant, etc.. Recruits, screens, and recommends candidates for exempt and non-exempt positions. Participates in the administration of human resources programs within established guidelines. Implements selected human resources programs concerning training, safety, employee recreation, etc. Conducts research studies on new or existing human resources or labor relations programs.	Requires a Bachelor's degree or equivalent and zero to 2 years of relevant experience.	
133	Human Resources	Human Resources Generalist	Administers a large segment of the organization's human resources programs, often for exempt or executive level employee groups. Administers employment, compensation, bonus, benefits, and training programs. Makes recommendations for improvement to human resources programs and keeps management informed of work status. Assists in the development of policy formulation.	Requires a Bachelor's degree or equivalent and 4 or more years of experience in most phases of human resources administration.	
432	Human Resources	Human Resources Specialist	Is responsible for one human resources function such as staffing/recruiting, training or compensation. Develops and implements processes and procedures according to best practices in the function. Representative duties include: screening and evaluating applicants; conducting interviews with prospective employees and determining fit with position; organizing and conducting training programs and evaluating effectiveness. Works with outside agencies and vendors.	Requires Bachelor's degree or equivalent, and 3 to 5 years of HR related experience.	
430	Human Resources	Manager, Human Resources	Develops and/or recommends human resources policies for the organization, consistent with corporate policies. Implements and coordinates human resources programs related to employment, compensation, benefits, training, employee relations, etc. Participates in grievance hearings, arbitration, and contract negotiations, where applicable. This position reports to a higher level Human Resources position.	Requires a Bachelor's degree or equivalent and 5 to 7 years of experience in most phases of human resources administration.	
156	Information Systems	Database Management Specialist	Reviews, evaluates, designs, implements and maintains Company database(s). Typical duties include: identifying data sources, organizing data flow, writing code for database access, modification, and construction; managing database activities such as archiving data, security administration, and the development of standard and ad hoc reports; maintaining database integrity; updating tables, queries and models as business changes occur.	Requires Bachelor's degree in Computer Science or related field, and 2 to 4 years of experience.	
154	Information Systems	Manager, Information Systems	With direction from management develops and implements the objectives and priorities of a part of the information systems department that may include data entry, computer operations, programming, and/or telecommunications. Initiates and supervises feasibility studies on new or improved data processing applications. Evaluates the capabilities and limitations of hardware and software for present use and recommends necessary changes.	Requires broad technical knowledge of several phases of information systems plus proven ability in administration and supervision.	
158	Information Systems	Network Administrator	Responsible for development and support of the organization's computer network. Ensures that the network is available to all system users and resolves data communications problems. Evaluates and recommends hardware and software products.	Position requires Bachelor's degree and 3 to 5 years of network administration experience, or equivalent work experience.	

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151	Information Systems	PC/LAN Specialist	Under general direction, responsible for the effective acquisition, installation, maintenance, and use of technology (may include PCs, minis, servers, etc.). Typically responsible for local area network. Resolves problems with new and existing equipment. May train end users on software and develop training manuals/programs.	Position requires vocational education or equivalent, plus 3 to 5 years of experience with PC network environment. May have an undergraduate degree.	
152	Information Systems	Programmer	Writes, tests, debugs, and documents new or upgraded business or scientific software products. Writes machine language instructions from detailed flow charts and codes program instructions.	Requires a Bachelor's degree or equivalent and 2 to 4 years of relevant experience.	
153	Information Systems	Programmer / Analyst, Lead	Performs systems and/or programming duties of a broad and complex nature. Provides work direction for lower-level programmers on assigned projects. Often has contact with other departments concerning the design of new or revised information systems applications. Independently carries out highly technical or complex programming assignments.	Requires a Bachelor's degree or equivalent and 5 or more years of relevant work experience.	
157	Information Systems	Software Developer	Responsible for the design and programming of software applications. Typical duties include: front-end analysis of business requirements to back-end analysis of database requirements and database design; identifying business problems and implementing programming solutions in cross-functional project environments; evaluating and communicating issues of technology impact on the business; conducting programming, debugging, and modification of end user applications; testing, debugging and documenting application programming solutions.	Requires Bachelor's degree in Computer Science, Information Systems or related field, and 3 to 5 years of design and development experience.	
92	Information Systems	Software Engineer	Develops machine code and related software programs that control the operation of products, equipment, machine tools, or systems. Analyzes drawings, specifications, prints, and related requirements to determine program logic and flow. Applies knowledge of circuit boards, processors, chips, electronic equipment, advanced mathematics, and objectives of intended application to develop and test written computer code.	Requires engineering degree and minimum of 3 to 5 years of experience or equivalent.	
442	Lean Management	Continuous Improvement / Lean Coordinator	Coordinates the implementation of lean enterprise plans, including production and office areas. Educates employees on principles and problem solving techniques; supports kaizen events; monitors progress against plan and provides feedback to lean team members.	Requires knowledge and use of lean principles and 2 to 4 years of project management or training or leadership experience with increasing responsibility for lean implementation efforts.	
407	Lean Management	Manager, Lean Enterprise	Oversees implementation of Lean Manufacturing (LM) strategy; identifies day-to-day priorities, directs and manages staff to achieve objectives, provides guidance and advice to staff and company personnel on lean principles as requested, measures progress against goals and presents findings to management. Recommends changes to enhance programs. Typically reports to top lean enterprise executive or President/CEO.	Requires Bachelor's degree and 4 or more years of manufacturing/engineering experience in a lean environment, including two or more years of supervisory/team lead experience.	
408	Lean Management	Manager, Value Stream	Responsible for strategy, capacity, and capability planning of a given value stream(s) within the organization. This position ensures the value stream meets quality, cost, inventory turns, lead time, on-time delivery, and safety performance goals, and focuses on the continuous improvement of SOPs and performance. May direct staff in analyzing and recommending value stream improvements. Typically this position does not have direct control over multiple functions (i.e., procurement, engineering, finance, sales/marketing, etc.), but must work cooperatively with other functions to optimize the entire value stream.	Requires Bachelor's degree in Production Management or related field, and 5 or more years of manufacturing experience, including work experience or training in lean/Six Sigma, or an Associate's degree and equivalent relevant work experience.	
406	Lean Management	Top Management of Lean Enterprise	The incumbent in this job is the highest level leader of the company's lean manufacturing program. Is responsible for setting the Lean Manufacturing (LM) strategy; defining the scope of the LM program; identifying and managing the cultural changes needed to successfully adopt LM and implement it successfully; and establishing metrics to measure the progress and success of the LM effort. Typically reports to top management, such as the President, CEO, or the top operations executive. May lead, direct and manage others in carrying out the company's LM priorities.	Requires Bachelor's degree and 8 or more years of manufacturing / operations experience and 3 or more years of lean/continuous improvement experience.	
193	Materials - Handling / Warehouse	Fork Truck Driver / Material Handler	Performs in-plant operation of forklift truck. Makes prompt pickups and deliveries from one production department to another or to and from the warehouse area. Places stock in designated areas in each department and loads and unloads trucks. Checks forklift periodically for proper maintenance.	This is an unskilled position requiring three to six months experience.	

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484	Materials - Handling / Warehouse	Logistics Coordinator	Responsible for coordinating the logistics process for a single company facility. Typical duties include routing loads, dispatching drivers, processing orders for shipping, and maintaining accurate records. Applies knowledge of domestic and international shipping guidelines regarding packing, loading, and transporting in performing duties.	Requires a high school diploma plus 3 or more years working in a manufacturing operation, preferably in a shipping/receiving, material handling, or dispatching departments.	
482	Materials - Handling / Warehouse	Logistics Manager	Responsible for managing processes involved in the company's supply chain. Coordinates the activities of several internal and/or external company units or vendors, including providers of raw materials and distributors of finished goods. Typical duties include monitoring the quality, cost and efficiency of the movement and storage of goods; coordinating and controlling the order cycle and associated information systems; analyzing data to monitor performance and plan improvements; allocating and managing staff resources according to changing needs; negotiating with customers and suppliers; identifying and resolving logistical problems. Reports to Top Supply Chain Executive.	Requires Bachelor's degree in business administration, logistics or transportation, plus a minimum of 5 years of experience in a logistics, traffic, or distribution function of a manufacturing organization. This IS NOT the top supply chain position. Report your top Supply Chain position in job 412.	
370	Materials - Handling / Warehouse	Manager, Imports / Exports	Prepares and processes import and export documentation according to customs regulations, laws, or procedures. Classifies goods according to tariff coding system. Determines and tracks duties and taxes payable and processes payments. Clears goods through customs and coordinates the transportation and storage of imported goods. Stays abreast of changes in import and export laws or regulations. Advises management on import and export restrictions, tariff systems, insurance requirements, quotas, or other customs-related matters.	Typically requires an Associate's degree and 2 to 4 years of related work experience.	
201	Materials - Handling / Warehouse	Manager, Materials	Develops material sources and oversees forecasting of future material needs. Directs the acquisition of materials and oversees materials inventory. Oversees and coordinates traffic services. May coordinate planning and scheduling of production. Directly supervises employees in the materials function.	Requires a Bachelor's degree in business, logistics or equivalent and over 7 years of relevant experience.	
202	Materials - Handling / Warehouse	Order Filler	Under direct supervision selects and/or packs a variety of products from stock to fill customer's orders in a warehouse or distribution facility. May use manual or motorized equipment. May use manual or electronic inventory systems to locate and record orders and inventory information.	Requires a high school diploma or equivalent and zero to 3 year of relevant experience.	
194	Materials - Handling / Warehouse	Shipping / Receiving Clerk	Receives all incoming materials and prepares products and other materials for shipment using freight bills. May operate a forklift. Writes up or checks necessary paperwork in connection with shipments to ensure proper shipment. May check incoming packages for damage and count.	Requires a high school diploma or equivalent plus six to twelve months experience.	
191	Materials - Handling / Warehouse	Truck Driver - Light	Drives light truck or van less than 10,000 GVW in transporting materials, equipment, finished product, and personnel usually on short trips. Loads and unloads materials as required. May perform in-plant duties as time permits.	Requires appropriate drivers license.	
436	Materials - Handling / Warehouse	Warehouse Supervisor	Performs front-line supervision of warehousing and shipping/receiving staff and associated activities. Typical activities include receiving, storage and shipment of raw materials and/or finished product; maintaining inventory control records; movement of materials and goods within a plant.	Requires a high school diploma and 5 or more years of relevant experience.	
404	Materials - Handling / Warehouse	Warehouse Worker	Performs general warehouse work that may involve receipt of incoming material/product, using material moving/handling equipment to store materials in designated areas, and/or retrieving materials/product from warehouse locations to supply production operations or support customer shipment of company products. Has knowledge of warehouse layout and the safe operation of material moving and handling equipment including 2-wheeler, lift truck, pallet jack, or motorized forklift. Skilled in reading company work orders and shipping documents and determining appropriate action from it. (See Order Filler, Packer, and Fork Truck Driver if your company's positions involve narrower job duties.)	Requires high school diploma or equivalent plus 1 year or more of relevant experience. May require training and certification in safe operation of material handling equipment.	
195	Materials - Inventory	Inventory Clerk / Cycle Counter	Maintains an inventory of raw materials in stock, on order, and work-in-process in production. Enters data on a CRT. Provides inventory information to production schedulers and may investigate inventory accuracy. Reorders materials or issues reorder requests when appropriate.	Requires a high school diploma or equivalent plus 1 to 2 years of relevant experience.	

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196	Materials - Inventory	Production Control Clerk	Tracks work-in-process, records number and/or value of materials, labor, and utilities or other overhead used in each step, and monitors machine production levels. Collects and monitors information on a particular production process to ensure product costing is according to standard.	Requires a high school diploma or equivalent plus 1 to 2 years of relevant experience.	
197	Materials - Inventory	Tool Crib Attendant	Works in tool crib to receive, store, issue, and maintain hand tools, dies, and other machine pieces and equipment. Keeps records of tool crib inventory and of tools and equipment issued. Inspects tools and equipment for defects, makes minor repairs, and prepares repair tickets.	This is a semi-skilled position involving various tool crib duties requiring 1 to 2 years of relevant experience.	
199	Materials - Supply Chain	Buyer	Works with vendors and suppliers to obtain needed supplies according to established policies and procedures and at lowest cost consistent with required quality, quantity, and availability. Executes purchase orders and follows up as needed. Actively researches and develops new sources of supply and/or recommends possible substitute materials and/or suppliers. Develops and maintains necessary files and records. Negotiates and recommends appropriate settlement for inferior or defective shipments or other errors or delays.	Requires a Bachelor's degree or equivalent and 2 to 4 years of relevant experience.	
198	Materials - Supply Chain	Buyer, Senior	Works with vendors and suppliers to obtain critical, complex, or difficult to acquire supplies or equipment that are of substantial importance to the organization. Generally adheres to established policies and procedures and buys at lowest cost consistent with required quality, quantity, and availability. Executes purchase orders and follows up as needed. Actively researches and develops new sources of supply and/or recommends possible substitute materials and/or suppliers. Develops and maintains necessary files and records. Negotiates and recommends appropriate settlement for defective shipments or other errors or delays.	Requires a Bachelor's degree or equivalent and 4 or more years of relevant experience.	
320	Materials - Supply Chain	Buyer/Planner	Plans and coordinates production material needs with production supervisors/managers for a specific or multiple product/ part lines to meet production schedules. Sources and purchases materials, equipment or supplies at lowest cost while still meeting quality, quantity and availability needs. Negotiates price and delivery standards for materials. Does not include supervision of others in purchasing function.	Requires equivalent of Bachelor's degree, plus relevant experience.	
411	Materials - Supply Chain	Director, Supply Chain	Provides leadership and direction to accelerate firm's growth through strategic supply chain practices. Typically serves as a member of the executive leadership team providing supply chain vision in alignment with business objectives. Representative job duties include: Ensuring supply chain strategy, practices and initiatives are aligned with the company's business objectives; developing and leading organization-wide processes; identifying and implementing best in class technology and infrastructure suitable to the scope and size of the business.	Requires Bachelor's degree in Business Administration, Supply Chain Management or related field, or an equivalent combination of education and related business experience, and 10+ years of experience in supply chain management, and 3 - 5 years of management experience. Report to Top Operations Executive or CEO.	
331	Materials - Supply Chain	Expediter	Locates customer orders and follows through to expedite the processing of orders. Works closely with customer service, production supervisors, and production planners to ensure customer satisfaction and minimize process disruption. Seeks assistance to resolve conflicts and clarify production priorities.	Requires a high school diploma or equivalent plus 2 years of relevant experience in a variety of company production positions. Must have math and problem solving skills.	
122	Materials - Supply Chain	Import / Export Coordinator	Prepares commercial documents for shipments to and receipt from international customers/vendors in accordance to Federal regulations. Works with Shipping Department and other departments to ensure that commercial documents accurately reflect the physical shipment with regard to country or origin, free trade agreement status, and HTS classification. Resolves discrepancies and, where possible, determines and implements processes to prevent recurrence.	Requires Bachelor's degree and knowledge of domestic and international shipping protocols.	

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412	Materials - Supply Chain	Manager, Supply Chain	Responsible for directing and implementing the planning, procurement, and execution of supply chain management activities. Typical duties include: develops continuous improvement tools and processes; analyzes, plans, and coordinates inventory activities from suppliers to customers including purchasing, warehouse (shipping and receiving), inventory management and order fulfillment related processes; manages the flow of goods and services to ensure on-time delivery to customers; conducts business analysis to support the supply chain; provides financial data and information to the senior management team; advises senior management of problems and recommendations; initiates and leads cross-functional efforts to achieve standardization, substitution or elimination of process components and to adopt new supply chain technologies; identifies, selects and manages the supplier base associated with the assigned portfolio of commodities or services; develops measures to monitor supplier performance; creates and manages supplier agreements for assigned portfolio.	Requires Bachelor's degree in Business Administration, Supply Chain Management or related field, or an equivalent combination of education and related business experience, and 3-5 years of experience in supply chain management. May report to Top Operations Executive.	
321	Materials - Supply Chain	Order/Data Entry Clerk	Enters customer orders into order entry system typically using a standard input form. May receive information from multiple sources including order clerks, customer service representatives, and/or sales staff. Refers incomplete orders or questions back to order taker or supervisor for clarification/resolution.	Requires high school diploma or equivalent plus six months or more of relevant experience.	
330	Materials - Supply Chain	Production Planner	Plans and develops the master production schedule for manufacturing products to meet delivery dates and/or achieve inventory levels or other distribution goals. Utilizes knowledge of production specifications, manufacturing processes, materials availability, and application of mathematical planning tools to develop plan. Monitors status of production results and prepares reports on results against plan.	Requires a high school diploma or equivalent plus 5 or more years of experience, in addition to thorough knowledge of company manufacturing operations. Representative job titles include Master Planner.	
200	Materials - Supply Chain	Purchasing Clerk	Purchases simpler, repetitive materials, supplies, parts, or equipment when purchasing routines and sources of supply have been established. Places orders and follows up to expedite delivery. Maintains department files and provides clerical assistance to higher-level department members.	Requires a high school diploma or equivalent plus 1 to 2 years of relevant experience.	
480	Materials - Supply Chain	Purchasing Manager	Responsible for all company procurement activities including raw materials used in manufacturing as well as finished goods, equipment and supplies related to company operations. Directs and supervises and provides functional expertise to personnel involved in the sourcing, negotiation and purchasing of all items procured. Prepares department budget and establishes policies, systems and procedures to effectively and economically control company procurement activities.	Requires Bachelor's degree in business administration, or equivalent, plus a minimum of 5 years of experience in a purchasing function in a manufacturing organization. Representative job titles include: Purchasing Manager, Procurement Manager, Purchasing Director.	
453	Medical Device	Clinical Research Coordinator	Responsible for conducting all aspects of a clinical trial from study start up through close out for multiple clinical trials. Typical duties include: submitting initial regulatory documents and continued maintenance of all regulatory documents; recruiting, screening, enrolling and following clinical study participants; ensuring proper collection, processing, shipment and documentation of all laboratory specimens as required; capturing, recording, and compiling event data; preparing and submitting report information; maintaining contact with study subjects; abiding by rules and regulations of appropriate regulatory entities.	Requires BS, and 2 or more years of experience in research field. Typically requires an RN.	
454	Medical Device	Laboratory Assistant	Under direction, performs basic laboratory procedures. Collects and processes lab specimens and evaluates their acceptability. Completes necessary laboratory documentation. May perform limited testing procedures.	Requires high school diploma or GED, plus 1 year of related experience.	
455	Medical Device	R&D Analytical Chemist	Utilizes chemicals, chemical compounds and chemical processes to create new products and technologies in manufacturing, pharmaceuticals or agriculture. May focus on the design and testing phases of R&D projects. Work in laboratories conducting tests that may involve mixing different chemicals or polymers together to discover the results and chemical properties. Utilizes computerized databases that contain searchable lists of chemicals and chemical reactions. Research results used to brainstorm ideas for new products. Carefully documents every project. Records all variables, such as chemical type, amount, compound components, chemical temperature and test duration, and adheres to safety standards during laboratory testing, such as wearing protective clothing and taking additional precautions as needed.	Requires BS and 5 or more years of relevant experience.	

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463	Product Development	Director of Product Development	Responsible for leading and managing the design and development of new products. Typical duties include: developing product development strategy aligned with business objectives; maintaining knowledge of competitors and customers; setting and monitoring new product standards; working with operations and internal departments to develop product to specifications and quality standards; overseeing development and implementation of marketing strategy.	Requires Bachelor's degree and five to 10 years of product development experience, including 3 to 5 years of supervisory experience.	
466	Product Development	Manager, R&D	Directs, manages, and coordinates product research and development activities. Designs, develops, and improves new or existing products and directs the formulation and testing of new product. Typical duties include: performing and overseeing R&D of new products; supporting R&D strategies by providing information, analysis, and recommendations to senior management; planning, organizing, and monitoring R&D projects, including scheduling resources; estimating possible applications of findings; calculating resources required and cost/benefit; establishing standards and protocols; preparing and documenting research reports, making management recommendations based on results and conclusions. This position typically reports to top R&D position and has responsibility for managing day-to-day R&D activities and personnel.	Requires Bachelor's degree in Science or Engineering, and 5 to 7 years of experience in related industry, including 2 to 3 years of supervisory experience.	
460	Product Development	Product Manager	Responsible for the market introduction of assigned product line(s) including market analysis, product strategy, and business case. Typical duties include: researching, identifying, and pursuing new product marketing opportunities; creating merchandising plans for new product directions; directing product planning (establishment of requirements, design planning, creation of prototypes/demo products, sales force preparation), product build (development, quality control, and user testing), program support (pricing, contracts, standard support and operating procedures, user documentation, and client training), sales support (sales training and collateral), and product launch activities.	Requires Bachelor's degree in Business Administration, Marketing or related field, and 5 or more years of experience.	
498	Production - Chemicals	Compounder/Chemical Mixer	Responsible for mixing any batch type independently in a manner consistent with corporate and manufacturing goals, production schedules, quality objectives, and personnel policies. Produce batches passing quality specifications. Maintain accurate inventory through SAP transactions. Use steam and cooling water systems to heat and cool batches. Prepare extracts, color blends, and aroma premixes. Proper use of complex processing equipment (homogenizers, shear blenders..., etc.)and personnel policies. Produce batches passing quality specifications. Maintain accurate inventory through SAP transactions. Use steam and cooling water systems to heat and cool batches. Prepare extracts, color blends, and aroma premixes. Proper use of complex processing equipment (homogenizers, shear blenders..., etc.) Perform tank and pump inspections.	Requires High School Diploma or equivalent. 1-2 years related experience required.	New Job in 2018
251	Production - Electronics	Assembler I	Under direct supervision performs basic and routine electronic assembly operations on components or sub-assemblies. Uses visual aids, wiring lists, and verbal and/or written instructions to assemble, modify, rework, or reassemble units. Receives detailed instructions on work.	This is an entry-level position requiring a high school diploma or equivalent.	
252	Production - Electronics	Assembler II	Under limited supervision performs various electronic assembly operations on components or sub-assemblies. May use schematics or blueprints, wiring lists, and verbal and/or written instructions to assemble, rework, or reassemble units. Assignments are moderately complex. Receives general instructions on new assignments.	Typically requires a high school diploma or equivalent and 2 to 4 years of relevant work experience.	
253	Production - Electronics	Assembler, Lead	Under general supervision performs a wide range of non-repetitive electronic assembly operations on components or sub-assemblies. Uses schematics or blueprints, wiring lists, and verbal and/or written instructions to assemble, rework, or reassemble units. Assignments are complex and judgment is required to resolve problems. Receives limited instructions on new assignments. Trains, assists, and provides work direction to lower level assemblers.	Typically requires a high school diploma or equivalent and 4 or more years of relevant work experience.	
255	Production - Electronics	Diagnostic Repair Technician	Under general direction is responsible for the technical production, testing, inspection, troubleshooting, and repair of units. Works from blueprints, engineering change notices, or established operating procedures to diagnose problems, and recommends repair of faulty units. Prepares and maintains quality reports and records.	Requires the ability to interpret quality control specifications. Typically requires a technical degree or equivalent and 2 or more years of relevant experience.	

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254	Production - Electronics	Electronic Assembly Inspector	Under limited supervision performs a variety of inspection procedures to ensure adherence to quality standards at various stages of production. Works from blueprints, engineering change notices, or established operating procedures to determine the acceptance, rejection, or rework requirements of units. Prepares and maintains inspection reports and records.	Requires the ability to interpret quality control specifications. Typically requires a high school diploma or equivalent and over 4 years of assembly experience.	
503	Production - Electronics	SMT Inspector	Responsible for ensuring the SMT placement of electrical components. Inspects for correct paste on boards. Removes and replaces defective components.	Requires some trade school training and 2 or more years of relevant work experience.	New Job in 2018
502	Production - Electronics	SMT Machine Operator	Responsible for ensuring the SMT machines are running correctly and efficiently with accurate component placements. Locates, troubleshoots and documents errors.	Requires some trade school training and 3 or more years of relevant work experience.	New Job in 2018
504	Production - Electronics	SMT Technician	Responsible for supporting SMT operators, troubleshooting problems with equipment, performing set-ups, programming equipment, and performing machine maintenance as necessary. Tests and/or repairs products, hand build prototypes, and other projects as assigned. Manually measures dimension specifications as received from the design engineer. Hand-builds engineering prototypes.	Requires a technical school degree or equivalent, Associate degree in Electronics preferred. 2 to 3 years relevant experience, with experience involving set-up, troubleshooting and maintenance of SMT equipment preferred.	New Job in 2018
272	Production - Medical	Clean Room Assembler I	In a clean room environment assembles and/or packages sterile medical products or parts according to detailed production processes. Generally works at an assigned workstation and performs basic, repetitive processes.	This is an unskilled position requiring a high school diploma or equivalent and zero to twelve months of relevant experience.	
273	Production - Medical	Clean Room Assembler II	In a clean room environment assembles and/or packages sterile medical products or parts according to detailed production processes. Generally works at an assigned workstation and has the ability to perform a minimum of 25% of the procedures in the assembly of a specific product line.	This is a semi-skilled position requiring a high school diploma or equivalent and 2 to 4 years of relevant experience.	
274	Production - Medical	Clean Room Assembler Lead	In a clean room environment assembles and/or packages sterile medical products or parts according to detailed production processes. Generally works at an assigned workstation and has the ability to perform a minimum of 75% of the procedures in the assembly of a specific product line. Trains lower level assemblers in manufacturing processes and assists the production supervision in running the department.	This is a semi-skilled position requiring an associate's degree or equivalent and 4 to 6 years of relevant experience.	
275	Production - Medical	Production Engineer - Medical Products	Performs production and process engineering assignments for the manufacture of medical products. Develops programs, processes, and equipment needed to efficiently and cost effectively manufacture product. Makes improvements using material changes, equipment improvements, product flow evaluations, or engineering tools such as statistical process control. Maintains necessary engineering documentation and engineering change orders to support process changes and quality improvements. Helps develop timeline and resource requirements.	Requires a Bachelor's degree in engineering and 1 to 3 years of relevant work experience.	
340	Production - Metals: Finishing	Deburrer, Class A	Sets up and controls operation of deburring and related tooling machines to perform drilling, deburring, tumbling, or chamfering operations on metal products. Inspects results with appropriate gauges to ensure conformance to specifications. Works on complex parts requiring exacting tolerances.	Requires trade school and 2 years of experience or equivalent.	
341	Production - Metals: Finishing	Deburrer, Class B	Operates deburring and related tooling machines to perform drilling, deburring, tumbling, or chamfering operations on metal parts. Loads elements to be deburred into tumbler hopper or feed mechanisms of machines and monitors deburring process. Works on less complex job assignments and where supervision to resolve questions or problems is readily available.	Requires a high school diploma or equivalent plus 1 year of relevant experience.	
344	Production - Metals: Finishing	Grinder, OD, ID and Surface	Sets up and operates surface grinders to grind cylindrical and tapered surface of rotating work pieces, such as tool, die, and machine parts to close tolerances. Determines operation sequences and selects appropriate abrasive wheels. Verifies dimensions of ground work piece using measuring instruments.	Requires trade school and 2 years of experience or equivalent.	
342	Production - Metals: Finishing	Grinder, Tool and Cutter	Sets up and operates ID/OD grinders equipment to perform grinding on a variety of tools, step drills, reamers, boring bars, etc., to close tolerances. Determines operation sequences and selects appropriate abrasive wheels. Uses precision measuring devices to assure quality.	Requires trade school and 2 years of experience or equivalent.	
351	Production - Metals: Finishing	Plater	Prepares and maintains plating solutions and performs metal finishing operations. Monitors quality of plating solution and inspects finished parts.	Requires high school diploma and 3 or more years of experience or equivalent.	

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228	Production - Metals: Labor	Rough Grinder	Sets up and operates metal/material removing grinder equipment. Responsible for the rough removal of excess material. Work is generally repetitive.	Requires some trade school and up to 2 years of experience.	
226	Production - Metals: Labor	Sheet Metal Worker	Sets up and operates a variety of sheet metal working tools and equipment to produce sheet metal pieces to meet product specifications.	Requires trade school certificate or equivalent and 2 to 3 years of relevant experience.	
327	Production - Metals: Labor	Spot Welder	Sets up and operates spot-welding equipment to perform welding operations on a variety of parts or products. Positions or handles work with or without use of fixtures. Selects electrodes and regulates current settings.	Requires high school diploma or equivalent, plus 1 year or more of relevant experience.	
227	Production - Metals: Labor	Welder, Class A	Performs complex wire, stick, gas, or heliarc welding on varied operations where considerable experience is required. Considers type and gauge of material to be welded and makes adjustments for proper heat. Places metal parts to be welded on fixtures, attaches jigs, clamps, etc., as needed to hold parts in proper position.	Requires technical training and 3 to 5 years of relevant experience.	
439	Production - Metals: Labor	Welder, Class B	Performs routine welding positions characteristic of longer production runs. Positions materials to be welded and uses equipment to achieve weld desired. May weld on steel, stainless or aluminum using a variety of methods including gas, shielded metal arc, gas-tungsten arc, gas-metal arc. Works from specifications, drawing and welding symbols.	Requires technical training and 1 year or less of related experience.	
494	Production - Metals: Machining	CNC (Swiss) Turning Center, Operate Only	Operates Swiss computer numerical control (CNC) turning center to produce complex parts and components down to subminiature levels in required quantities. Performs production operations, monitoring machine performance and quality continuously. Works under general supervision.	Requires completion of related trade school program and 2 to 4 years of experience with Swiss style machines. Must have math and computer skills and the ability to make precise adjustments.	
495	Production - Metals: Machining	CNC (Swiss) Turning Center, Setup and Operate	Programs, sets up, calibrates, and operates Swiss computer numerical control (CNC) turning center to produce complex parts and components down to subminiature levels in required quantities. Sets up machine using knowledge of job requirements and materials used to enter control panel settings. Performs production operations, monitoring machine performance and quality continuously. Works under general supervision.	Requires completion of related trade school program and 2 to 4 years of experience with Swiss style machines. Must have math and computer skills and the ability to make precise adjustments.	
336	Production - Metals: Machining	CNC EDM, Setup and Operate	Programs, sets up, calibrates, and operates computer numerical control (CNC) EDM machines to produce required quantities of parts. Sets up machine using knowledge of job requirements and materials used to enter control panel settings. Performs production operations, monitoring machine performance and quality continuously. Works under general supervision.	Requires completion of related trade school program and 2 to 4 years' related experience or equivalent. Must have math and computer skills and the ability to make precise adjustments.	
335	Production - Metals: Machining	CNC Machining Center, Operate Only	Operates computer numerical control (CNC) machining center to produce required quantities of parts within specified tolerance limits. Monitors machine performance and part quality continuously, reporting problems to supervisor. Works under general supervision.	Requires completion of related trade school program and 1 to 3 years' of related experience or equivalent.	
334	Production - Metals: Machining	CNC Machining Center, Setup and Operate	Programs, sets up, calibrates, and operates computer numerical control (CNC) machining center to produce required quantities of parts. Sets up machine using knowledge of job requirements and materials used to enter control panel settings for tool travel, axis movement, and tool speeds. Performs production operations, monitoring machine performance, and part quality continuously. Works under general supervision.	Requires completion of related trade school program and 2 to 4 years' related experience or equivalent. Must have math and computer skills and the ability to make precise adjustments.	
339	Production - Metals: Machining	CNC Turning Center, Operate Only	Operates computer numerical control (CNC) turning center to produce complex parts and components down to subminiature levels in required quantities. Performs production operations, monitoring machine performance and quality continuously. Works under general supervision.	Requires completion of related trade school program and 2 to 4 years' related experience or equivalent. Must have math and computer skills and the ability to make precise adjustments.	
338	Production - Metals: Machining	CNC Turning Center, Setup and Operate	Programs, sets up, calibrates, and operates computer numerical control (CNC) turning center to produce complex parts and components down to subminiature levels in required quantities. Sets up machine using knowledge of job requirements and materials used to enter control panel settings. Performs production operations, monitoring machine performance and quality continuously. Works under general supervision.	Requires completion of related trade school program and 2 to 4 years' related experience or equivalent. Must have math and computer skills and the ability to make precise adjustments.	

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120	Production - Metals: Machining	Die Cast Operator	Spray the mold to prevent the aluminum casting from sticking to the mold. Visually inspect die cast gates to assess the quality of parts produced. Take corrective action to resolve any defects using spray techniques, where required, to influence the die temperature. Maintain the level of the holding furnace. Maintain the furnace level by placing ingots on the bed of the loader in order for the loader to feed automatically.	Requires high school diploma or equivalent work experience, and 1 year of experience in a manufacturing / foundry environment.	
345	Production - Metals: Machining	Laser, Setup and Operate	Sets up and operates computer-controlled laser machine to perform specified functions. Trims excess material from electronic components. Assesses quality of operation using a variety of measurement instruments.	Requires trade school and 2 years of experience or equivalent.	
346	Production - Metals: Machining	Lathe, Automatic, Setup and Operate	Tends lathes that cut, shape, drill, bore, thread, or face metal work pieces according to specifications. Operates machine to feed tools to work piece. Observes machining operation to detect malfunction or excessive tool wear. Uses measuring devices to verify work piece conforms to specifications.	Requires high school diploma or relevant experience.	
230	Production - Metals: Machining	Machinist - Journeyman	Performs the most critical machine duties to produce parts, fixtures, and basic tooling. Top-level machinist who is not a tool and die machinist. Sets up and operates most machine tools in the shop. Produces high-quality work within close tolerances. Works with more exotic materials and complex designs.	Requires trade school certificate plus considerable relevant experience.	
332	Production - Metals: Machining	Machinist - Manual	Produces metal parts to varying specifications of precision using machine tools, such as lathes, milling machines, and spindles. May produce large quantities of one part or small batches or one-of-a-kind items. Plans out job steps referring to blueprints or written specifications. Lays out job operation sequence, determines machine speed and feed rates, and selects tools to perform cutting and finishing operations. Monitors tool operation during machining process. Performs housekeeping and standard preventive maintenance duties. May support machine maintenance by repairing or making new parts for existing machinery.	Requires completion of trade school program and 1 or more years of related experience.	
347	Production - Metals: Machining	Milling Machine, Setup and Operate	Sets up and operates (variety of) milling machines to mill flat or curved surfaces on metal work pieces. Determines operation sequences and dimensions of finished work piece. Verifies alignment using measurement instruments.	Requires trade school and 2 years of experience or equivalent.	
225	Production - Metals: Machining	Press Brake Operator	Operates a press brake to produce precision parts from sheet and plate metal. Does the machine set-up, can work on several machines, and performs one or more steps in the production process.	Requires trade school training or equivalent and 2 to 5 years experience.	
224	Production - Metals: Machining	Punch Press Operator	Operates metal fabricating equipment to produce precision parts from sheet and plate metal from a punch press. Does the machine set-up, can work on several machines, and performs one or more steps in the production process.	Requires trade school training or equivalent and 2 to 5 years experience.	
355	Production - Metals: Machining	Sheet Metal Layout and Machine Operator	Lays out, measures, and marks sheet metal according to blue print specifications. Cuts and shapes the metal using shears, brake presses, or drill presses. May use other equipment to join pieces.	Requires trade school or relevant experience, and completion of apprenticeship program.	
348	Production - Metals: Tooling	Model or Prototype Maker	Sets up and operates machine tools to produce, fit, and assemble fixtures, parts or machines for experimental or pre-production test and evaluation purposes. Skilled in operating a wide variety of machine tools throughout the shop. Able to work from prints or rough drawings. Verifies dimensions of completed model for conformance to specifications. Tests experimental models under simulated operating conditions.	Requires trade school plus 5 or more years experience or equivalent.	
356	Production - Metals: Tooling	Tool and/or Die Maker, Class A	Builds machine tools and parts, dies, jigs or fixtures to extremely close tolerances. Lays out and operates bench or machine tools to construct, alter, and repair dies, jigs, fixtures, or special tools.	Requires two years of trade school and 5 or more years experience gained through on the job instruction, apprenticeship programs, and increasingly more complex assignments.	
357	Production - Metals: Tooling	Tool and/or Die Maker, Class B	Builds machine tools and parts, dies, etc., to extremely close tolerances. Lays out and operates machines to construct, alter, and repair dies, jigs, fixtures, or special tools.	Requires two year trade school program, or equivalent work experience.	
242	Production - Rubber or Plastics	Molding Machine Operator	Operates injection or rotational molding equipment to force heated plastic into pre-made molds to form plastic parts, which may range from simple to very complicated. Operator is responsible for quality of their work. NOTE: This is a higher level position requiring more education and/or experience than survey job code 326: Press Operator.	Requires some trade school education or equivalent and 1 to 3 more years of relevant experience.	

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243	Production - Rubber or Plastics	Molding Machine Set Up and Operator	Sets up and operates injection or rotational molding equipment to force heated plastic into pre-made molds to form plastic products that may range from relatively simple to very elaborate and complicated. Operator is responsible for quality of their work.	Requires some trade school education or equivalent and 3 or more years of relevant experience.	
326	Production - Rubber or Plastics	Press Operator	Operates injection or rotational molding equipment to force heated plastic into pre-made molds to form plastic products that may range from relatively simple to very elaborate and complicated. Monitors press operation and quality of parts produced. Alerts quality inspector, set-up person or supervisor of unsatisfactory parts quality or unusual operating conditions. NOTE: This position requires less education and/or experience than survey job code 242: Molding Machine Operator. Report higher level positions to survey job 242.	Requires high school diploma or equivalent experience, plus 1 or more years of relevant experience.	
402	Production - Wood	Saw Operator	Sets up and operates saws to meet production schedule requirements and product/customer specifications. Is skilled in safely operating various sawing equipment and knowledgeable in material properties affecting saw operation and results. Performs ongoing quality checks during production operation and is capable of performing preventive maintenance on assigned equipment.	Requires high school diploma or equivalent plus six months or more of relevant experience.	
371	Production Management	Line Lead / Cell Lead	Oversees a team of assemblers cross trained in all tasks associated with assembling an entire product or component of a product. Participates in making management decisions affecting the work. Supervises assemblers and train employees on job procedures. May work as part of the team.		
212	Production Management	Plant Manager / Manufacturing Manager	Develops plant policies consistent with company policies and objectives. Coordinates schedules based on sales levels and production capacity. Develops and maintains plant budgets. Oversees utilization and maintenance of buildings and equipment, and directs facilities changes, and equipment acquisitions. Participates in facilitating industrial and labor relations.	Requires a Bachelor's degree in business, management, engineering or equivalent and 6 to 10 years in manufacturing management.	
211	Production Management	Production Supervisor	First level of supervision of production operations in assigned department. Reviews production orders and ensures that production schedules are met. Organizes assigned work, and supervises and assists employees in daily work performance. Anticipates production and personnel problems, and resolves problems to minimize their effect on production. Maintains good housekeeping and enforces safe work practices.	Requires 4 to 6 years of relevant experience.	
359	Quality Assurance	Inspector, Tools and Gauges	Performs routine testing on quality of tools and gauges used to manufacture product, assuring that products are made according to company standards, customer specifications, and any applicable regulatory standards. Collects samples and performs instrument maintenance and calibration on analytical instrumentation. Maintains complete and accurate records of inspection results. May conduct gauge repeatability and reliability studies.	Requires high school diploma, completion of a quality certification program, knowledge of company-specific quality program, and 4 or more years of experience.	
293	Quality Assurance	Manager, Quality Assurance	Plans and coordinates the participation of quality engineers in product design, review, and approval. Plans and supervises studies aimed at improving product quality and reliability. Establishes plans to audit and approve vendors for key parts, commodities, and services. Organizes inspection processes to assure that defects are detected at the earliest point in the manufacturing cycle.	Requires a Bachelor's degree in engineering and 6 to 8 years experience.	
292	Quality Assurance	Quality Assurance Engineer	Conducts investigative work to solve quality deviation problems. Develops inspection methods, instruments, and procedures. Designs laboratory test equipment. Oversees critical testing and inspection procedures.	Requires Bachelor's degree in engineering or equivalent and 2 to 4 years of relevant experience.	
364	Quality Assurance	Quality Assurance Inspector	Performs routine testing on quality of in-process or finished goods according to company standards, customer specifications, and any applicable regulatory standards. Collects samples and performs assigned inspection tasks using various types of equipment. Ensures documentation is complete and accurate. May also inspect production machines and work areas, and perform packaging sampling or testing.	Requires one year of trade school or equivalent and 2 to 4 years of relevant experience.	
363	Quality Assurance	Quality Assurance Technician	Provides analytical support to quality assurance engineer or manager. Representative duties include troubleshooting testing problems, writing and auditing or maintaining quality procedures, training production personnel in aspects of the quality program or working with suppliers or customers on quality issues.	Requires a high school diploma, completion of a quality certification program, knowledge of company-specific quality program, and 4 or more years of relevant experience.	

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360	Quality Assurance	Receiving Inspector	Inspects parts, materials, and supplies received from vendors, verifying that they comply with company quality program requirements. May subject materials to acceptance tests using sampling or other procedures. Issues acceptance or rejection tags based on outcome of review, checking with supervisor on more difficult determinations. Follows company procedures to document rejected materials. Initiates routing of paperwork or makes adjusting entries in the company's computer system to ensure purchasing, inventory, and accounting records remain accurate. May be involved in arranging for pickup or return shipment of rejected materials.	Requires a high school diploma or equivalent plus 1 to 2 years of experience.	
93	Quality Assurance	Supplier Quality Assurance Engineer	Develops, evaluates, revises, and applies technical quality assurance protocols/methods to inspect and test in-process raw materials, production equipment, and finished products. Ensures activities and items are in compliance with both Company quality assurance standards and applicable government regulations. Performs analysis and identifies trends in the inspection of finished products, in-process materials and bulk raw materials, and recommends corrective actions when necessary.	Requires Bachelor's degree in Engineering, and 5 or more years of related experience.	
497	Sales and Marketing	Graphic Designer	This position focuses on content creation, assisting the Marketing Manager with producing concepts and design materials for print and digital use in addition to performing tasks related to photo / video production and management assistance for various marketing channels.	Requires Bachelor Degree in Graphic Design/Visual Communications or related marketing field and 5+ years experience in the field.	New Job in 2018
470	Sales and Marketing	Director of Business Development	Responsible for strategic new business development. Typical duties include: assessing new markets and business opportunities, including prospective acquisitions; developing business plans and transaction structures to execute new business strategies; completing due diligence; overseeing post-transaction operations to ensure adherence to the agreed-upon operating plan; building and maintaining relationships with key accounts and industry alliances; providing feedback on industry and business environment to senior management team. Manages assigned sales, marketing and expense budgets. Participates in strategic sales and company planning.	Requires Bachelor's degree, and 7 to 10 years of experience in sales and marketing or business development, including 1 to 3 years of supervisory experience.	
322	Sales and Marketing	Estimator - Sales	Provides price, delivery schedule and sales terms in response to quotation requests from customers. Works closely with customer personnel to understand product/part specifications. Applies knowledge of company operations and math skills required for yield calculations to determine material and labor hours necessary to produce customer order. Documents estimates and may correspond directly with customer or through company sales representative. May establish production routing for later use in job scheduling and manufacturing. Follows up with customer to maintain currency on status of quotes.	Requires high school diploma or equivalent experience, plus 5 or more years experience in production and customer service positions.	
434	Sales and Marketing	Field Service Engineer	Provides field service engineering and technical assistance to customers in the areas of installation, testing, start-up, maintenance, repair, training and modification of Company product. Under limited supervision, diagnoses and resolves technical problems, providing technical support for product(s). Documents works and delivers reports to management. May perform routine technical training for customers and respond to customer issues by communicating with other engineers and participating in escalation conference calls. Assumes responsibility for complete customer satisfaction within work area.	Requires Bachelor's degree in Engineering or related field of study, and 3 to 5 years of relevant work experience.	
311	Sales and Marketing	Inside Sales Coordinator	Coordinates a group of telephone sales representatives to maximize effectiveness of inside sales, ensure accuracy of product information provided and intervene in sales situations where necessary.	Requires specific industry and product knowledge and the ability to negotiate price, delivery, contracts, and warranty terms. Requires 4 to 6 years inside sales experience.	
419	Sales and Marketing	Inside Sales Representative	Contacts and responds to product/service inquiries from established business accounts by telephone. Interacts with customers to influence buying decisions. Familiarizes customers with new product lines. May investigate delivery or product/services complaints, working with customer service, warehouse, and other company representatives as necessary.	Requires specific industry knowledge and experience of 2 to 5 years.	
422	Sales and Marketing	Inside Sales Representative - Senior	Contacts and acquires new business by telephone. Develops business in new territories where product line has not been fully established. Maintains relationships with customers and understands their requirements. May train new sales staff.	Requires specific industry knowledge and 5 or more years of experience in same industry.	

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438	Sales and Marketing	Manager, Marketing	Responsible for the execution of the marketing strategy. Typical duties include: developing and implementing marketing campaigns including advertising media coordination, tradeshows/special events coordination, website development and maintenance coordination, media relations, marketing vendor relations, and public relations. This position may supervise a marketing staff. In larger organizations, this position reports to a Top Marketing position.	Requires Bachelor's degree in Marketing, Communications, or related field, and 5 to 8 years of related experience working in marketing or public relations.	
314	Sales and Marketing	Manager, Sales	Manages the sale of products or services for the company or a specific sales district. Is responsible for sales representatives and support staff that may include sales support, inventory, credit, and shipping. Selects and develops distribution sites or outlets.	Requires a Bachelor's degree plus thorough knowledge of all product lines and services, some supervisory experience, and knowledge of all sales plans.	
440	Sales and Marketing	Marketing Communications	Designs, produces, maintains, and updates sales and marketing materials such as brochures, postcards, emails/letters, flyers, newsletters, and advertisements. Assists in the marketing effort associated with conventions, conferences, trade shows, and customer meetings. Coordinates with external vendors in the production of marketing materials, ensuring deliverables, timelines, and quality standards are met. May maintain and update Company websites, drafting copy and recommending design features.	Requires Bachelor's degree in Marketing or Marketing Communications, and 3 to 5 years of related work experience.	
312	Sales and Marketing	Marketing Coordinator	Coordinates the activities associated with developing marketing campaigns of the products and services of the organization. Activities may include coordinating and developing technical support programs and product training, in addition to product marketing, advertising, and promotion. May also include market research.	Requires a Bachelor's degree in business or equivalent and 4 to 6 years of relevant experience.	
425	Sales and Marketing	National Accounts Manager	Develops national sales strategies to increase sales through national sales accounts. Manages only national or key accounts. Typically reports to top sales executive or second level sales manager.	Requires specific industry knowledge and 5 or more years of experience in same industry.	
410	Sales and Marketing	Sales Engineer	Promotes the sales of company products or services requiring technical knowledge or engineering principles. Serves as a liaison between the customer and the company on engineering matters regarding product applications, sales, installation, and services. May lead installation and servicing of products where engineering is required.	Requires engineering degree and extensive product knowledge.	
416	Sales and Marketing	Sales Representative - Senior (Outside Sales)	Performs field promotional work to sell and develop new business accounts for a specific line or lines of products or services. May include work with existing major accounts as well as new territory development with new targeted customers. Demonstrates products/services and identifies most appropriate solution given customers' need. May provide training to new sales staff.	Requires specific industry knowledge and 5 or more years of experience in same industry.	
413	Sales and Marketing	Sales Representative (Outside Sales)	Performs field promotional work to sell and develop new business accounts for a specific line or lines of products or services. Usually assigned a territory where company product line is already established. Demonstrates products/services and may coordinate with company technical engineering services to determine customers' needs. Completes required activity and expense reports, and communicates with credit, inventory, service provider, or other company representative to ensure efficient delivery.	Requires specific industry knowledge and experience of 2 to 5 years.	