



Jet Tool & Cutter

Think Sharp

FACILITIES COORDINATOR

Company Information:

Jet Tool & Cutter is an established company well respected in the manufacturing and metalworking industry. We pay attention to what the customer needs. They are what we are here for and they are what we have built our reputation and business on. We continue to fulfill tooling needs from timely and quality regrinds to custom tool manufacture to tool design for their applications. That is why Pratt & Whitney awarded us Process Certification Status.

Position Summary:

Responsible for the coordinating and assisting daily non-production and support operations of the company.

Job Responsibilities:

- Organize and maintain shop supplies and shop inventory
- Maintain and manage grinding and support machinery PM schedule
- Maintain and manage subcontracting of mechanical systems (heat, plumbing, electric, etc.)
- Perform custodial duties
- Coordinate and assist maintenance of company vehicles
- Coordinate and assist snow removal and landscape subcontractors as necessary
- Operate manlift/forklift and set up and keep track of employee training
- Maintaining and updating SDS
- Perform other related duties as assigned

Skills:

Basic Mechanical Skills	Basic Computer Skills	Planning Skills
Oral Communication Skills	Physical Dexterity	Math Aptitude
Written Communication Skills	Time Management	Organization
Reading Skills	Attitude	Teamwork

Experience:

Prior related work experience required

Must be able to lift at least 40 lbs. unassisted