

EMPLOYMENT OPPORTUNITY

**POSITION: CAD Supervisor – 1st Shift
Exempt – Hastings, MI**

Reporting to the Director of Engineering, the CAD Supervisor will be responsible for overseeing the CAD functions, and engineering design standards. For preparing 3d models, assemblies, and detailed drawings for a wide variety of standard Products, Form tools, Breakdown Tools, Check fixtures and Patterns for Our Automotive, Aerospace, Heavy-Duty Truck and Rail / Specialty Business units. They will also oversee revisions of electronic files within the PLM Document Control System. Some responsibilities include, but are not limited to:

- Prioritizes CAD Change Orders (CO's & EO's), determines work to be handled internal and outside.
- Directs in-house CAD operator(s).
- Manages outsourced CAD work, including communication with vendors, timelines, cost and quality of the work.
- Responsible for meeting the 100% on-time goal for CAD requests.
- Works with Product Engineers in developing designs and tooling standards for SolidWorks.
- Provide technical support to the engineering staff with SolidWorks.
- Coordinates the communication of tool data and files with tool vendors.
- Responsible for the maintenance and upgrade of SolidWorks software.
- Responsible for the maintenance and upgrade of Catia software.
- Responsible for the maintenance and upgrade of NX/TeamCenter software.
- Responsible for the integrity, maintenance, and control of engineering data in the PLM system.
- Works with IS department in enhancing the PLM system.
- Performs other duties as assigned.

DESIRED QUALIFICATIONS:

- Bachelor's degree in Science or Engineering or equivalent.
- In depth knowledge of SolidWorks, CATIA or NX.
- Knowledge of PLM software and related experience.
- Self-directed, goal oriented and customer focused.
- 3-5 years' experience in a manufacturing environment in the rubber or plastics industry.
- Must be willing to further education to become proficient in other CAD software as needed.

If you meet these qualifications and are interested in being considered for this position, please submit your resume.

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