

DISCOVER MANUFACTURING CAREER EXPO



HISTORY

- Open Date – 1882 Lanark, Scotland;
 - 1900 came to Mendota
- Where – Mendota, IL, High Point, NC, Warsaw, IN
- Who – Founded by William Black, Sr. in 1882. Matt Carroll, President & CEO, is currently the 5th Generation of the Black Family leading the organization.

PRODUCTS/INDUSTRIES

- Roll Coaters
- Flat Laminators
- 3D Laminators
- Coil Coaters
- Material Handling Equipment

OUR COMPANY

- # of Team Members – 43, 6, 1 = 50
- What we do
 - Design, Manufacture, Sell Roll Coating & Laminating Equipment
- Locations:
 - Mendota, IL
 - OEM Headquarters
 - High Point, NC
 - Service Center
 - Warsaw, IN
 - Sales Office

TEAM MEMBER BENEFITS

- Health Insurance
- 401K Plan
- Dental & Vision Insurance
- Life & AD&D Insurance
- Section 125 Plan
- Wellness Program
- Tuition Reimbursement

MANUFACTURING CAREERS

ASSEMBLERS

ROLL BUILDER

ELECTRICAL ASSEMBLERS

RUBBER GRINDER

MAINTENANCE

SHIPPING & RECEIVING

WELDERS

STORE ROOM

FABRICATORS

PAINTER

MACHINIST

MATERIAL HANDLE

PRODUCTION MANAGEMENT

ADMINISTRATIVE CAREERS

SALES

PRODUCTION SCHEDULING

MARKETING

PURCHASING

SALES SUPPORT

HUMAN RESOURCES

CUSTOMER SERVICE

SYSTEMS ANALYST

SERVICE TECH

ACCOUNTING/FINANCE

LAB MANAGER

EXECUTIVE MANAGEMENT

ENGINEER

-MANUFACTURING-

1 - CAREER - ASSEMBLY

Descriptionresponsible to Assemble Machines after receiving Frame, Rolls(s), and Parts.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Basic Mechanical, Electricity, Pneumatics, Hydraulics, Problem Solving and Logic skills
- Basic Computer use
- Verbal, written and electronic communication skills
- Certified Production Technician Certificate or Associates Degree, or equivalent, a “plus”

2 - CAREER - ELECTRICAL ASSEMBLY

Descriptionresponsible to layout and assemble electrical control panels to be mounted on machines.

Job Requirements Include:

- College Certificate in Industrial Electricity (See IVCC Course Catalog)
- PLC Programming a “plus”
- Basic Mechanical, Pneumatics, Hydraulics, Problem Solving and Logic skills
- Basic Computer use
- Verbal, written and electronic communication skills
- Blue Print Reading and use of measuring equipment

3 - CAREER - MAINTENANCE

Descriptionresponsible to keep machines and equipment running throughout the plant and office. Use of many checklists to perform preventive and regular maintenance to keep equipment running reliably.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Basic Mechanical, Electricity, Pneumatics, Hydraulics, Problem Solving and Logic skills
- Basic Computer use
- Verbal, written and electronic communication skills
- Certified Production Technician Certificate or Associates Degree, or equivalent, a “plus”

4 - CAREER - WELDER

Descriptionresponsible to layout and weld all machine frames and rolls.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Basic Computer use
- Verbal, written and electronic communication skills
- Welding Certificate or Associates Degree, or equivalent, a “plus”

5 - CAREER - FABRICATOR

Descriptionresponsible to layout, shear, punch, and/or bend raw materials into the required sizes and shapes to fit our products.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Advanced Computer use including ability to write basic programs for punching, bending and cutting
- Verbal, written and electronic communication skills
- Certified Production Technician Certificate or Associates Degree, or equivalent, a “plus”

6 - CAREER - MACHINIST

Descriptionresponsible to mill, plane, drill, tap, or turn parts on various machine tools to build parts for our machine specifications.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Advanced Computer use including Programming logic (“G” Code)
- Certified Production Technician Certificate or Associates Degree, or equivalent, a “plus”

7 - CAREER - ROLL BUILDER

Descriptionresponsible to prepare, wrap, and “cook” (autoclave) rolls with various rubber compounds to meet customer roll specifications.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Basic Computer use
- Verbal, written and electronic communication skills
- Certified Production Technician Certificate or Associates Degree, or equivalent, a “plus”

8 - CAREER - RUBBER GRINDER

Descriptionresponsible to process rolls after the “cook” cycle to grind and groove the rubber compounds to exacting diameters and finishes.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Basic Computer use
- Verbal, written and electronic communication skills
- Certified Production Technician Certificate or Associates Degree, or equivalent, a “plus”

9 - CAREER - SHIPPING & RECEIVING

Descriptionresponsible to layout and build all skids and shipping crates to safely ship our products to anywhere in the world.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Basic Computer use
- Verbal, written and electronic communication skills
- Certified Production Technician Certificate or Associates Degree, or equivalent, a “plus”

10 - CAREER - STORE ROOM

Descriptionresponsible for Store Room Inventory Control in order to fill Machine Orders as well as Replacement Part Orders. Can ship anywhere in the World. Inventory contains > 3,000 active Parts.

Job Requirements Include:

- High School Diploma
- Advanced computer use to include Stock Inventory Control systems & online Shipping Programs
- Blue Print Reading and use of measuring equipment
- Verbal, written and electronic communication skills
- Certified Production Technician Certificate or Associates Degree, or equivalent, a “plus”

11 - CAREER - PAINTER

Descriptionresponsible to clean, mask, pre-paint, and finish paint our products.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Basic Computer use
- Verbal, written and electronic communication skills
- Certified Production Technician Certificate or Associates Degree, or equivalent, a “plus”

12 - CAREER - MATERIAL HANDLER

Descriptionresponsible to move raw material and finished inventory to all Manufacturing locations in a timely and efficient manner to allow all Jobs to flow smoothly throughout the manufacturing (routing) steps. Operator uses fork and hand trucks to move items. Operators are tested annually to keep their fork truck license.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Basic Computer use
- Verbal, written and electronic communication skills

13 - CAREER - PRODUCTION MANAGEMENT

Descriptionresponsible to oversee all Shop Team Associates who are classified primarily into the Assembly, Machine Shop, Welding & Fabrication, and General Shop categories. Overall responsibility for safety, quality and on time delivery.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment

- Basic Mechanical, Electricity, Pneumatics, Hydraulics, Problem Solving and Logic skills
- Advanced Computer use
- Verbal, written and electronic communication skills
- Certified Production Technician Certificate or Associates Degree, or equivalent, a “plus”

-ADMINISTRATIVE-

1 - CAREER - SALES

Descriptionresponsible for all aspects of Selling Machines, Rolls, and Parts to assigned Territories. Our Sales Team Members are really “Sales Engineers” who help Customers find custom solutions to their equipment needs. We rarely ever build the same machine with the same configuration twice.

Job Requirements Include:

- High School Diploma
- Advanced Computer use
- Verbal, written and electronic communication skills
- Associates Degree, or equivalent, a “plus”

2 - CAREER - MARKETING

Descriptionresponsible for researching customer needs for current and future products, advertising (traditional and web), and designing various media to assist our Sales Team in selling our products. Marketing also schedules and leads the effort on all the Trade Shows we attend in a given year.

Job Requirements Include:

- Four year college degree in marketing or related field
- Advanced Computer use
- Verbal, written and electronic communication skills

3 - CAREER - SALES SUPPORT

Descriptionresponsible to assist our traveling Sales Team Members in product research to provide Sales Quotations in configurations to satisfy customer needs.

Job Requirements Include:

- High School Diploma
- Advanced Computer use
- Verbal, written and electronic communication skills
- Associates Degree, or equivalent, a “plus”

4 - CAREER - CUSTOMER SERVICE

Descriptionresponsible to work with Customers to sell replacement Parts and Reconditioned Rolls. The Annual Budget is > \$4.3M for 2013.

Job Requirements Include:

- High School Diploma
- Advanced Computer use
- Verbal, written and electronic communication skills
- Associates Degree, or equivalent, a “plus”

5 - CAREER - SERVICE TECH

Descriptionresponsible to start-up new machines at Customer locations as well as servicing/troubleshooting existing machines. These Team Members also provide on-site training on how to use our machines.

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Basic Mechanical, Electricity, Pneumatics, Hydraulics, Problem Solving and Logic skills
- Basic Computer use
- Verbal, written and electronic communication skills
- Certificate or Associates Degree, or equivalent, a “plus”
- A desire to Travel anywhere and anytime

6 - CAREER - LAB MANGER

Descriptionresponsible to test Customer ideas for roll coating and laminating in order to help our Sales Team identify the machine specifications which will provide the optimal solution for the Customer’s need(s).

Job Requirements Include:

- High School Diploma
- Blue Print Reading and use of measuring equipment
- Basic Mechanical, Electricity, Pneumatics, Hydraulics, Problem Solving and Logic skills
- Basic Computer use
- Verbal, written and electronic communication skills
- Certificate or Associates Degree, or equivalent, a “plus”

7 - CAREER - ENGINEER

Descriptionresponsible to design Machines, Rolls, and Parts to meet Customer specifications. The end results are drawings to assist all Shop Team Members in manufacturing Parts/Assemblies and a Bill of Materials (BOM) to assist Production and Purchasing to schedule Jobs and to buy materials.

Job Requirements Include:

- Four year degree in Mechanical and/or Electrical Engineering
- Proficient with PC for design software (CAD – both 2D and 3D)
- Advanced Computer use
- Verbal, written and electronic communication skills

8 - CAREER - PRODUCTION SCHEDULING

Descriptionresponsible to add Routings to all Parts and to Schedule the Shop so Jobs are completed in the optimal time period.

Job Requirements Include:

- High School Diploma
- Advanced Computer use
- Verbal, written and electronic communication skills
- Associates Degree, or equivalent, a “plus”

9 - CAREER - PURCHASING

Descriptionresponsible to purchase raw materials according the ROQs and Safety Stock levels and to purchase “Buy” Parts as called out on BOMs.

Job Requirements Include:

- High School Diploma
- Advanced Computer use
- Verbal, written and electronic communication skills
- Associates Degree, or equivalent, a “plus”

10 - CAREER - HUMAN RESOURCES

Descriptionresponsible for hiring and performance review of all Team Members. HR also develops and maintains (for compliance) all employee Benefits as listed earlier.

Job Requirements Include:

- High School Diploma
- Advanced Computer use
- Verbal, written and electronic communication skills
- Associates Degree, or equivalent, a “plus”

11 - CAREER - SYSTEMS ANALYST

Descriptionresponsible to specify and maintain the PC networks required to run our business. This includes servers, PCs, mobile devices, remote access, all communication devices, and the safety/security thereof.

Job Requirements Include:

- 4 Year College Degree in Systems Analysis, Computer Science, or Computer Engineering.
- Verbal, written and electronic communication skills

12 - CAREER - ACCOUNTING/FINANCE

Descriptionresponsible for the accounting and tax issues of the organization. Includes financial, cost, tax, and payroll accounting,

Job Requirements Include:

- 4 Year College Degree in Accounting or Finance.
- Verbal, written and electronic communication skills

13 - CAREER - EXEC MANAGEMENT

Descriptionresponsible to oversee all aspects of our operation with a focus on Strategic Planning to guide the business into the future in a manner which satisfies Customers, Stakeholders and Shareholders.

Job Requirements Include:

- 4Year College Degree in Business Management or equivalent. MBA a plus.
- Verbal, written and electronic communication skills