



Job Title:	Process Technician	Job Category:	
Department/Group:	Manufacturing	Job Code/ Req#:	N/A
Location:	Elgin, IL	Travel Required:	N/A
Level/Salary Range:		Position Type:	Full-Time
HR Contact:	Christy Solly	Date posted:	9/19/2012
Will Train Applicant(s):	As Needed	Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: (847) 741-5540 Fax or csolly@admoinc.com Subject Line: Mold Maker Position Attention: Human Resources		Mail: Christy Solly ADMO, Inc. 2550 Decade Court Elgin, IL 60124	
Job Description			
Job Purpose: The Process Technician is responsible for job start-ups and troubleshooting at the direction of the shift foreman or production manager and in co-operation with Quality Control and other departments, as needed, to meet the demands of the production schedule.			
Duties: <ul style="list-style-type: none"> • Start jobs at the direction of the shift foreman. • Respond to technical or quality concerns as needed. • Troubleshoot issues and solve problems with presses as they arise. • Communicate needs and issues to the shift foreman. • Assist in training operators and other duties as assigned by the shift foreman or production manager. • Substitute as shift supervisor in the absence of the shift foreman. 			
Skills/qualifications: <ul style="list-style-type: none"> • High School Diploma, GED or 10 years formal education. • 5+ years experience in plastic injection molding and troubleshooting. • Supervisory experience preferred. • Bilingual English/Spanish preferred. 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	