



Job Title:	Tool Room Assistant	Job Category:	
Department/Group:	Engineering	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 Tool Room Assistant assists in cleaning, repairing and maintaining molds and tools as instructed while maintaining a safe, clean and orderly tool room.			
Duties: <ul style="list-style-type: none"> Responsible for adhering to daily schedule as set forth by the Tool Room Manager. Cleans, repairs and maintains molds as instructed. Responsible for keeping the Tool Room orderly and in compliance with company safety standards. Other tasks as assigned by the Tool Room Manager. 			
Skills/qualifications: <ul style="list-style-type: none"> High School Diploma, GED or 10 years formal education. Experience with all mold making tools and equipment preferred. Plastic injection molding experience preferred. Fork Lift Certification preferred. 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	