

Job Posting for the Round Rock Area

Title/Position: Auto Upholsterer/Trimmer
Branch: 43
Location within City: Round Rock
Base Pay: \$12.00 to \$30.00 or DOE
Work Schedule: Monday- Friday (day Shift)
Length of Assignment: Temp to Hire
Type of Company: Auto Interiors
Education: High School/ Any related field certification
Experience: 3 or more years
Contact Information: Mary Arechiga marechiga@texasmgmt.com

Job Description:

Upholsterer/ Trimmer: Automotive, Marine, Furniture, Very experienced sewing, wrapping panels, headliners, auto carpet, etc. Able to build auto interiors from scratch, door panels, dashes, classic car upholstery. Must have proven skills and ready to start immediately. Must be detailed and neat with work. All custom skills a plus. Must be able to work 40 hours a week with minimal supervision.

"Entry Level" Upholsterer Trimmer: Some training provided and duties will range from Installing leather interiors, wrap panels, headliners, etc... no sewing required but a plus. Must be able to start immediately. Please send resume to marechiga@texasmgmt.com

Requirements:

You must have all the following requirements to be considered for current opening:

- **Must pass a background and drug test**

Title/Position: Quality Control Technician
Branch: 43
Location within City: Round Rock
Base Pay: \$16.00- \$18.00 per hour
Work Schedule: Monday- Friday (Day Shift)
Length of Assignment: Temp to hire
Type of Company: Manufacturing
Education: High School- GED
Experience: 2-5
Contact Information: Mary Arechiga- marechiga@texasmgmt.com

Job Description:

Quality Control Technician temp to hire position for component manufacturing. Responsible for dimensional and visual inspection. Utilize CMM, vernier calipers, thread plugs, ring gages, optical comparitors, hardness testers and surface testers. Good hand coordination strong visual skills.

Requirements:

You must have all the following requirements to be considered for current opening:

Must have clean background and pass drug test in order to be considered for this position. Pay rate is \$15.00 to \$18.00 per hour. Please send resume with acquired skills to: marechiga@texasmgmt.com

Title/Position: CMM Programmer
Branch: 43
Location within City: Round Rock
Base Pay: \$18.00 to \$22.00 per hour
Work Schedule: Monday –Friday (day shift)
Length of Assignment: Temp to hire
Type of Company: Manufacturing
Education: High School, ITT, or GED
Experience: 2-5 years
Contact Information: Mary Arechiga- marechiga@texasgmt.com

Job Description:

CMM Programmer with 5+ years experience with quality control inspection and CMM programming. Responsible for CMM programming on Open Dmis software Wenzel CMM. Must have experience with venier calipers, thread plugs, ring gages, optical comparitors, hardness testers and surface testers.

Requirements:

You must have all the following requirements to be considered for current opening:

Must pass a background and drug test. Pay range is between \$18.00 to \$22.00 per hour.
Please send resume with acquired skills to: marechiga@texasgmt.com

JOB TITLE:	PUNCH PRESS OPERATOR
Classification:	Production Operator
Base Pay:	\$10.00
Work Schedule:	Monday thru Thursday, 10 hour shifts
Operates:	Single Hit/Automatic Punch Press
Reports To:	Plant Manager
Please contact:	Mary Arechiga, marechiga@texasgmt.com

Job Description: Operates power press equipped with tooling/die to punch, form, piece, trim or cut off metal stock. Positions work pieces against fixtures or stops on machine die. Starts press and observes operation to detect misalignment or malfunction. Inspects work pieces for conformance to specifications visually or by using gages or measurement and test equipment. Performs grinding operations; resistance welding operations and riveting operations on work pieces.

Qualifications: Must have ability to operate gages. Must have ability to read and interpret blueprints. Must have ability to understand basic use of measurement and test equipment. Must be able to follow process instructions. Must have ability to understand and react to control charts, variation and control capability.

- Responsibility:** Makes judgments and decisions on whether a job should run or continue running using quality criteria.
- Freedom to Act:** Can stop a job running out of tolerance. Decides when to involve a set-up technician for machine adjustment.
- Work Environment:** Frequently exposed to loud noise levels
Proximity to moving and mechanical parts on punch press and auxiliary feed equipment
Exposure to oils and lubricants
- Physical Demands:** Medium strength requirements (occasionally lifting up to 50 lbs. Maximum)
Lifting and reaching
Standing
-

Title/Position: CPA Office Assistant
Branch: 43
Location within City: Round Rock
Base Pay: \$13.00
Work Schedule: Monday- Friday 8:00 am to 5:00 pm
Length of Assignment: 5 -6 weeks
Type of Company: CPA
Education: High School, some college
Experience: QuickBooks Acct.
Contact Information: Mary Arechiga

Job Description:

Busy Accounting Firm, is currently seeking Temporary Office assistance till April. Must have prior CPA Office skills as well as current **QuickBooks and, accounting skills a plus**. Additional knowledge in operating various office equipment, like scanners and accurate data entry. Position will start immediately.

Neat and, professional in appearance, great customer service. Work schedule is Monday-Friday 8am-5pm. Pay rate is \$13.00 per hour.

Attention to detail and punctual. Please make sure your resume reflects needed job skills in order to be considered for this position. Please send an updated resume to marechiga@texasgmt.com

Requirements:

You must have all the following requirements to be considered for current opening:

- **QuickBooks knowledge**
- **Accounting**
- **Clean background**

Title/Position: Assemblers (I, II, III, & IV)

Branch: 43

Location within City: Round Rock and Georgetown

Base Pay: \$8.75

Work Schedule: Days

Length of Assignment: Temp to hire

Type of Company: Wire and assembly Aircraft parts

Education: High School, or GED

Experience: 6 months to 5 years, MUST pass a background and drug test.

Contact Information: Mary Archiga. ONLY resume with this experience will be considered for these positions. Send resume to marechiga@texasmgmt.com

Job Description:

Assemblers I, II, III & IV needed ASAP!

Essential duties and responsibilities include the following:

- Works with production/assembly instructions, parts lists, drawings and verbal instructions to assemble connectors.
- Positions components manually or utilizing a small hand tool such as tweezers.
- Occasionally operated simple equipment.
- Requires ability to concentrate for extended periods of time on highly repetitive tasks. Installs either fixed or turning hardware.
- Other duties may be assigned.

Knowledge, Skills, and Abilities:

- Completion of a high school diploma or general education degree (GED)
- One month to three years related experience or training; and/or equivalent combination of education and experience.
- Must be able to read and comprehend simple instructions.
- Ability to write simple correspondence.
- Ability to operate a variety of simple equipment tools.
- Ability to hand or machine load sockets and straight pins.
- Ability to perform self-inspection of assemblies.

Crimping:

- Must be able to perform a basic weld, wire stripping and terminating. Needs to be able to perform SPC and meet production rates.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit, stand, talk, hear, walk, and use hands to finger, handle, or feel objects, tools, and controls, and reach with arms and hands.
- Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Requirements:

You must have all the following requirements to be considered for current opening:

Deburr/Hand Tool Polisher

Pay rate is \$10.00/\$12.00 per hour

Inspect and hand polish/deburr finished workpieces. Set up, operate related tools and remove excess materials or burrs from surfaces. Sharpen, buff and or polish piece. Able to take directions and attention to detail is a must. Machine shop environment. Work a full 40 hour week, Monday through Friday. Must have **clean background and pass drug test**. Send resume to marechiga@texasmgmt.com.

Title/Position: CNC Lathe Operator

Branch: 43

Location within City: Round Rock, Georgetown, TX

Base Pay: \$16.00 to \$18.00 or Experience related

Work Schedule: Day Shift- 7:00 am to 4:00 pm

Length of Assignment: Temp to hire

Type of Company: Precision Machine Shop

Education: Machine programming for CNC

Experience: HAAS and Hitachi Seki Experience

Contact Information: marechiga@texasmgmt.com

Job Description:

- Looking for individuals with CNC lathe experience on HAAS or Hitachi Seiki. Must be able to program, set-up and inspect parts coming off of machine with tight tolerances.
- Will be working with small parts and must be fluent with threading. Prefer candidates to have at least 8 years experience.
- MasterCam experience would be a plus.
- Must be dependable and have a flexible work schedule.
- **Must pass Background and Drug screen.**
- **Only candidates with this experience will be considered for this position.**

Requirements:

You must have all the following requirements to be considered for current opening:

- **Resume with proven skills and at least 8 years of experience working with lathes and, steady job history.**
 - **Attention to detail.**
 - **Must interview and available to start immediately.**
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Assemblers (I, II, III, & IV)

Branch: 43

Location within City: Round Rock and Georgetown

Base Pay: \$8.75

Work Schedule: Days

Length of Assignment: Temp to hire

Type of Company: Wire and assembly Aircraft parts

Education: High School, or GED

Experience: 6 months to 5 years

Contact Information: Mary Arechiga marechiga@texasmgmt.com

Job Description:

Assemblers I, II, III & IV needed ASAP!

Essential duties and responsibilities include the following:

- **Works with production/assembly instructions, parts lists, drawings and verbal instructions to assemble connectors.**
- **Positions components manually or utilizing a small hand tool such as tweezers.**
- **Occasionally operated simple equipment.**
- **Requires ability to concentrate for extended periods of time on highly repetitive tasks. Installs either fixed or turning hardware.**
- **Other duties may be assigned.**

Knowledge, Skills, and Abilities:

- **Completion of a high school diploma or general education degree (GED)**
- **One month to three years related experience or training; and/or equivalent combination of education and experience.**
- **Must be able to read and comprehend simple instructions.**
- **Ability to write simple correspondence.**
- **Ability to operate a variety of simple equipment tools.**
- **Ability to hand or machine load sockets and straight pins.**
- **Ability to perform self-inspection of assemblies.**

Crimping:

- **Must be able to perform a basic weld, wire stripping and terminating. Needs to be able to perform SPC and meet production rates.**

Physical Demands:

- **The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.**
- **While performing the duties of this job, the employee is regularly required to sit, stand, talk, hear, walk, and use hands to finger, handle, or feel objects, tools, and controls, and reach with arms and hands.**

- **Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.**

On-Site Supervisor

Branch: Austin/Round Rock Branch

Location within City: Southeast Texas – Houston, Beaumont, Victoria, Austin, San Antonio and surrounding areas.

Base Pay: 12/hr

Work Schedule: 4pm to 1am or 10pm to 7am – Overtime Required

Length of Assignment: Holiday Season – Extra cash

Type of Company: Retail

Education: HS Diploma/GED – computer skills

Experience: managing or supervising others

Contact Information: 512-454-8766

Job Description:

- Southeast Texas retailer is looking for additional holiday help to manage influx of store activity. On-Site Supervisors will be responsible for overseeing the nightly activity of warehouse unloaders and stockers.
- On-Site supervisors will check in employees at shift start and end as well as monitor employee performance throughout shift. The supervisor will also record time and assist with processing status requests with store personnel. Supervisors will coordinate daily with store management and meet any need that arises.

Requirements:

You must have all the following requirements to be considered for current opening:

- Qualified candidate will have experience supervising or managing others with a strong customer service attitude! Candidates must have High School Diploma or GED and intermediate computer skills.
- Candidates must be willing to submit to a pre-employment drug screen and background check. Candidates must be flexible with schedule and able to work overnight hours.
- Candidates must be able to read, write and speak English fluently.
- Please come in person to: 223 West Anderson Ln #A101, Austin, TX
- We will be conducting job-fairs Monday, October 25th thru Wednesday, October 27th from the hours of 9am to 2pm. Please bring your I9 required documents and be prepared to complete our application process and conduct an interview.
- Selected candidates must be able to start work immediately and work during the holidays.

CNC Machinist

Branch: 43

Location within City: Round Rock, TX
Base Pay: \$15.00 to \$19.00 per hour
Work Schedule: Days
Length of Assignment: Temp to hire
Experience: 2-5 years
Contact Information: Mary Arechiga
marechiga@texasmgmt.com

Job Description:

CNC Machinist needed for various duties. Need machinist who can set up for lathe, vertical and horizontal and have experience with tool crib as well. Be familiar with various machine tools, like mill, and drill. Also may have experience with repair of the machines. Please send resume and work history to marechiga@texasmgmt.com.

- **Set up and operate as well as edit machines.**
- **Set up and operate all specialized machining equipment, updating for procedure changes and requirements.**

Requirements:

You must have all the following requirements to be considered for current opening:

- **Must be able to work a full 40 hour week. Able to set up and operate machine. Program machine is a plus. Quality oriented and self-motivated.**
- **Experience with various CNC Machines like Fanuc and etc.**
- **Dependable and have ability to produce quality work.**

Hand Tool Polisher

Branch: Round Rock, Texas
Base Pay: \$10.00 per hour
Work Schedule: Monday through Friday 40 Hour work week
Length of Assignment: Full Time
Contact Information: Please call Bessie Orta at 512-218-4398 or email
borta@texasmgmt.com

Job Description:

- **Inspect and hand polish finished work pieces**
- **Set up and operate related tools**
- **Remove excess materials or burrs from surfaces**
- **Sharpen, buff and or polish piece**

Requirements:

You must have all the following requirements to be considered for current opening:

- Able to take directions
 - Attention to detail is a must
 - Machine shop environment
 - Have a clean background
 - Must be able to pass a drug test
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Customer Service

Branch: Round Rock

Location within city: North Austin

Work Schedule: Hours vary and can run into night hours

Contact Information: Please call Bessie Orta at 512-218-4398 or email borta@texasgmt.com

Requirements:

- Overtime required that can go into the 3rd shift, 10:00 pm – 6:30 am
 - Advance level in Excel
 - Must be able to read freight shipping documents
 - Bilingual a plus
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Quality Department Lead

Branch: Round Rock, Texas

Education: High School diploma or GED

Experience: 5+ years proven Quality Control and Inspection experience in a machine shop

Length of Assignment: Full Time

Contact Information: Please call Mary Arechiga at 512-218-4398 or email marechiga@texasgmt.com

Job Description:

- Responds quickly to ever changing demands from the customer
- Can work independently to carry out assignments and action items
- Meticulous in the preparation of documentation
- Work within a fast paced environment

Qualifications:

- Familiarization with and working knowledge of the use of basic mechanical measurement and test equipment.
- Ability to read and interpret engineering drawings.
- CMM experience a must
- Open DMIS programming experience.

- **Knowledge in calibration system fundamentals and capable of actual calibration of hand instruments.**
- **Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.**
- **Ability to deal with multiple tasks concurrently, and be able to maintain positive momentum without being distracted due to ever changing work loads.**
- **Must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.**

Essential Duties and Responsibilities:

- **Perform dimensional and physical inspection of mechanical parts and assemblies; including first articles and initiate reject tags, discrepancy reports and inspection reports in accordance with company approved plans and procedures.**
- **Must be capable of developing comprehensive inspection reports for first article submittals per customer requirements. Knowledge of C & C's, special process documentation, and files and records maintenance.**
- **Maintain a thorough knowledge and use of company standards and quality operating procedures.**
- **Maintain and complete inspection records as required by company standards and quality operating procedures.**
- **Create and maintain comprehensive calibration documentation and master records for customer and audit purposes.**
- **Must be able to support manufacturing line in-process inspection upon demand.**