



Round Rock Office
512-218-4398

For job information please contact:

marechiga@texasmgmt.com

borta@texasmgmt.com

Hand Tool Polisher

Pay rate is \$10.00 per hour

Inspect and hand polish finished work pieces. 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.

Customer Service

Customer Service Representative needed for a position in North Austin.

Hours vary and can run into the night hours.

Overtime required that can go into the 3rd shift, 10pm - 6:30am.

Qualifications: Advance level in Excel, must be able to read freight shipping documents and able to work overtime. No exceptions. Bilingual a plus. Please contact Bessie Orta at 512-454-8766 or borta@texasmgmt.com

Quality Department Lead

This position requires a person that responds quickly to ever changing demands from the customer, and can work independently to carry out assignments and action items. The lead quality inspector must be meticulous in the preparation of documentation, and must be able to work within a fast pace environment.

EDUCATION and/or EXPERIENCE

High school diploma or GED. A minimum of five years proven quality control and inspection experience in a machine shop. Medical manufacturing experience preferred, but not required.

QUALIFICATIONS

Familiarization with and working knowledge of the use of basic mechanical measurement and test equipment. Ability to correctly read and interpret engineering drawings. CMM experience a must, with Open DMIS programming experience. Must be knowledgeable in calibration system fundamentals, and must be capable of actual calibration of hand instruments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 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 of 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.

The intent of this job description is to provide a representative summary of the major duties and responsibilities to be performed. It should be noted that employees might be requested to perform job related tasks other than those presented in the description.

REASONING ABILITY

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.

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.

The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

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