

Corporate Memorandum

Date: April 30, 2018
To: All Roastar Employees
Subject: Job Posting - Manufacturing & Quality Engineer

The following posting will close at 4:00 PM, Monday, May 7, 2018.
Applicants will be notified of their status by Monday, May 14, 2018.

Roastar management will review the credentials of all qualified internal applicants. *Only the most qualified applicants will be interviewed.* It is not guaranteed that all opportunities will be filled by internal candidates. The best candidate may be from outside the Company, which is determined by the specific nature of the job.

POSITION SUMMARY: The Manufacturing & Quality Engineer will provide leadership and expertise in conceiving, developing, and implementing manufacturing process, equipment, quality, safety, and operations improvements to achieve overall growth and profitability goals of the company.

WORK SCHEDULE: Full-time position, Monday - Friday, 8:00 am- 4:00 pm or as assigned by the Production Manager. Overtime as business and project demands require.

DUTIES & RESPONSIBILITIES:

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Understand and apply lean/six sigma manufacturing strategy to create world-class manufacturing operation, including: factory layout & flow, safety, quality, productivity, maintenance, lead time, and on-time shipping
- Investigate, procure, and implement latest technology manufacturing equipment & tooling.
- Work closely with Technical Manager to influence product design and define and implement process control techniques to assure the utmost quality of products, at the lowest possible cost.
- Prepare Standard Operating Procedures as required for manufacturing processes, maintenance, quality controls, training, etc. in support of employee training efforts. Help Production Management train as required.
- Lead efforts to identify process, quality, or other operations problems, and implement corrective action.
- Provide Project Management and Teamwork skills in working with others to achieve overall company objectives.
- Work with Production Manager to create and maintain a safe working environment through employee involvement, continuous improvement, and communication.
- Act as the point person for all manufacturing complaints.
- Investigate & determine the cause of complaints, process and approve credit to the customer.
- Work with the Technical Manager to improve quality issues with raw material suppliers.

REQUIREMENTS:

- B.S. in Mechanical, Manufacturing or Industrial Engineering (or equivalent)
 - 2-5 years of experience in a manufacturing setting providing direct support to operations
 - Demonstrated ability to work with employees at all levels of the organization
 - Ability to achieve measurable goals
 - Software proficiency (MS-Office, CAD)
 - Experience with Six Sigma and Lean concepts
 - Proven project management/leadership experience
 - Strong written and verbal communication skills
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Please submit a Job Posting Application to:
Vicki Tessmer, Senior HR Generalist, Roastar, Inc.
vicki.tessmer@roastar.com or 715-843-1988



JOB POSTING APPLICATION
Manufacturing & Quality Engineer

Name: _____

Date: _____

What is your current position?

Please list other positions you have held at Roastar and/or Wausau Coated Products, Inc.

Why are you interested in this position?

Can you perform the essential functions of the job for which you have applied? If not, please explain.

What skills do you have that would enable you to excel in this position?

As an employee, what would your supervisor say your three strengths are?

As an employee, what would your supervisor say your three weaknesses are?

Why are you interested in leaving your current job?

JOB POSTING APPLICATION
Manufacturing & Quality Engineer

Check the most appropriate level of your computer experience:

| | None | Beginner | Intermediate | Proficient |
|--------|------|----------|--------------|------------|
| Word | 0 | 0 | 0 | 0 |
| Excel | 0 | 0 | 0 | 0 |
| E-Mail | 0 | 0 | 0 | 0 |
| Apex | 0 | 0 | 0 | 0 |

Please give an example of a situation where you used your ability to work effectively and communicate with respect to other employees within the organization.

Please give an example of a situation where you used your ability to follow work orders regarding schedules, policies and safety procedures.

Please give an example of a situation where you used your ability to multitask, using learned knowledge to troubleshoot run ability and scheduling issues.

Please give an example of a situation where you used your ability to read and interpret documents and MSDS information in regards to your work area.

What are you expectations of this position?

Other Comments:
