

POTTORFF®

Job Title: ETO Manager
Reports to: Vice President of Operations
Location: Fort Worth, TX

General Summary

The ETO Manager is a hands-on role responsible for the management, development and leadership of the ETO Team, systems, and process required to successfully deliver all customer submittals, production documentation, machinery programming and related manufacturing support of all engineered to order products.

Essential Duties and Responsibilities

1. Manage and develop ETO process, system, procedures, and tools to ensure accurate, timely delivery of customer submittals, production order documents/information, and machinery programs.
2. Evaluate, manage, train, and develop ETO team to ensure top level performance.
3. Prioritize and adjust workload to meet customer demand.
4. Coordinate ETO order reviews with sales, manufacturing, and customers (as needed) to ensure ETO designs meet customer needs and manufacturing capabilities while optimizing profit margins.
5. Evaluate, manage, and improve the process to ensure that each operator as all, and only, the information they require to produce every ETO item correctly the first time.
6. Coordinate CAD software upgrades, updates, and compliance initiatives.
7. Develop and maintain a positive corporate image through promotion, training and adherence to all company core values.

Preferred Traits, Experience, and Education

1. 5+ years of success managing and leading CAD team in the creation of customer submittals, production documentation, and/or machinery programming preferably in the configure to order manufacturing sector.
2. 5+ years of SolidWorks, AutoCAD, or similar, experience with a high of proficiency.
3. Mechanically inclined, collaborative, results oriented leader that enjoys a dynamic mix of creative problem solving, process improvement, and leading others.

Work Environment

Fast paced, team-oriented, customer focused environment with time split between office and factory.