



Diversity-Vuteq Indiana
825 S 350 E
Princeton, IN 47670
(812) 386-1401

www.diversityvuteq.com

Job Description

Position Title: Assistant Manager

Team Member:

Department: Pilot

Grade: Salary (Exempt)

Reports To: Pilot Manager

Revision #: 1

Full/Part Time: Full Time

Date: February 1, 2024

Job Summary

This individual will plan, develop, and implement new projects for assigned production areas.

Duties & Responsibilities

- Supervisor a team of 4 members
- Travel local, state to state (other Vuteq sites), Japan (new model launch preparations) as needed
- Communicate with customers by frequent meetings for project collaboration, Teams/phone and/or email
- Make and maintain plant and department layouts for current and new processes using AutoCAD
- Follow up and lead concerns for new projects
- Make and maintain project schedules and concern sheets
- Assist with Countermeasures for Quality Defects and Problem Solving
- Create and maintain training documents
- Communicate specific information between Pilot and Mass Production
- Process Development (Assembly Requirements, Cycle Time Requirements, Equipment Requirements, Manpower Requirements, Safety/Quality Process Requirements)
- Oversee ECI changes and manage production of trial parts and delivery
- Other duties may be required ensuring that Diversity-Vuteq meets and exceeds our customer expectations and needs

Job Qualifications

Experience

- Associate's degree preferred or 1-2 years of equivalent experience
- AutoCAD experience preferred
- Automotive Assembly experience preferred
- Manufacturing experience required
- Supervision / Leadership experience preferred
- Quality Systems (PFEMA, MQC) preferred
- Safety Systems (Risk Assessments, TEBA Ergo Evaluation) preferred

Skills and Abilities

- Proven project management skills
- Time Management Skills
- Demonstrated ability to achieve results with efficiency and effectiveness
- Strong attention to detail



- Analytical reasoning and problem-solving capabilities
- Familiarity with or ability to learn and understand Toyota Production Systems and SQAM Requirements

Other

- High School Diploma or GED required
- Associate's degree or higher preferred
- Valid driver's license

Intent & Function of Job Descriptions

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified team members are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and terminations decisions. Well-constructed job descriptions are an integral part of any effective compensation.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

The above information is correct as approved by:

Team Member Name (please print)

Date

Team Member Signature

Manager Name (please print)

Date

Manager Signature