

Pilot Specialist

Job description

Diversity Vuteq is an automotive supplier for a major automotive manufacturer located in the Princeton, IN area. We are looking for a strong team player with project management and/or new programs experience, preferably in the automotive industry. Candidates should possess strong communication skills, computer skills including Microsoft Excel, Outlook, and AutoCAD.

Responsibilities

Manage the plant layout with the plant master layout and review all suggested plant changes with management. Duties include but are not limited to:

- 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.
- Perform other duties as requested.

Required Skills

- Proven project management skills.

- AutoCAD experience
- Computer Skills with Microsoft Office
- 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.

Education and Experience

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

Job Type: Full-time

Pay: \$4,400.00 per month

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- Day shift
- Monday to Friday
- Weekends as needed

Work Location: In person