



Original Saw Company
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Job Description– Original Saw Company, Inc
Title: Sales / customer service / oversee dealer network
Reports to: President

Job purpose: Move company forward through R&D by working with others to updated products and bring new products and assemblies to market. Be able to operate in a fast passed environment and be able to track duties and projects on an ongoing basis

Key responsibilities and accountabilities:

1. Work on new product developments as the team deems necessary.
2. Model products new and existing in SolidWorks.
3. Utilize 3D printers when necessary to produce sample parts to test new ideas.
4. Use task management software to communicate and track daily duties and projects.
5. Complete the additions of new part numbers and update or write BOMs of new and updated parts in System.
6. Generate exploded diagrams for manuals and solid works images for sales flyers if needed.
7. Update parts breakdowns and instructional sections of manuals as needed.
8. Periodically perform quality control assessments on critical components.
9. Work with production manager and plant floor personnel to set up process sheets on sub assembly and assembly.
10. Track changes to components and machinery on Engineering Change Notices (ECN).
11. Work with purchasing to reduce overall product costs with out sacrificing quality.
12. Take incoming sales calls as needed.
13. Attend trade shows nationally and internationally typically 1-2 major shows / year .
14. Be able to work with limited supervision.
15. Be capable of reading diagrams, understanding them and other technical documents required by the job.
16. Continually demonstrates a productive and non-disruptive work ethic.
17. Works in such a way as to create a high level of customer service and continually improve quality level.
18. Follows all company safety rules as laid out in the company safety manual and all other company policies.
19. Maintain company equipment and work areas in a clean and orderly manner notify supervisor of any damaged equipment.

Continually strive to improve in all aspects of job requirements.

An example is shown here for the role above:

Person profile –Engineering / R&D

Personality: Self-motivated, with a positive outlook, and a clear focus on high quality and safety. Gets along with others and be a team player. Able to follow orders from supervisor. Must be friendly and courteous with the team, customers and distributors via phone, email and in person..

Physical Requirements: Be able to work in crouched position at times in addition to standing on concrete floors for long periods as needed to do various job tasks. Be able to lift a maximum of 50 lbs. at times as required by job.

Specific Job Skills: Having some basic mechanical aptitude is helpful.

Computer skills: Basic computer skills are a necessary will need to be fluent in SolidWorks, MS excel, Word, Outlook and other accounting and inventory software.

Literacy and Numeric: Able to read manuals, parts breakdowns, technical documents, exploded diagrams, and various types of measuring devices.

Additional Physical Requirements

Walking / Standing

There will be significant walking and standing during trade show display hours.

LIFTING /CARRYING

The heaviest amount of lift will be 50# all assembly areas utilize fork lifts and hand operated lifts for any pieces exceeding that weight. Most objects being lift will be lifted from floor to waste. Approximately (36") no actual lifting required for this position.

SITTING

Average amount of sitting in normal office operations.

CLIMBING

Some areas of the building have steps and ramps (no climbing required)

PUSH/PULL

Display and show setup requires being able to push/pull 2 and 4 wheel carts weighing approx. 200#—400#.

CROUCHING/SQUATING/KNEELING

Display setup and assembly functions will require crouching, squatting, and kneeling.

BALANCE

Good balance is required to do many of the assembly functions.

CRAWLING

Job duties may require a minimum amount of crawling during trade show setup.

REACHING

Typical reaching during various office and trade show duties.

GRASPING/HANDLING

Grasping and pinching is required to operate all equipment necessary to perform job functions such as running banding crimper and hand tools. Good hand dexterity is required to move hands into different positions.

VISION

Good vision is required for reading and checking computerized shipping lists.

HEARING

Being able to hear instructions is an important part of the job.

NOTE: The Company has a program for supplying required safety equipment.

Please submit an application online at <https://originalsaw.com/employment-opportunities/>.

