

Interstate Wire Job Description

Job Title: Buncher/Cabler/Twist Machine Operator Date of this Description: May 1, 2019
Position Reports to (Title): VP Operations/Plant Manager/Production Manager

Job Summary: Responsibilities include activities related to daily operation of cabling equipment production lines in a wire and cable manufacturing environment. Activities shall support organizational objectives as associated with productivity, quality and delivery. This individual will be responsible for production; process improvement and Quality Improvement initiative activities that support and comply with ISO 9001 Quality System requirements, as well as all Environmental, Health and Safety procedures. This position may require assignment to Night Shift and Weekend work schedules, as needed to support objectives.

Duties and requirements of the job: 1. Effectively operate equipment in compliance with all quality, safety and customer requirements. 2. Follow procedures, control plans and work orders. 3. Perform product change-outs as required in a timely and effective manner. 4. Properly identify and maintain tooling, conduct inspections and tests, complete inspection records. 5. Work jointly with all departments and team members to address processing constraints and develop solutions. 6. Complete all activities within compliance to Quality System Procedures (ISO 9001). 7. Maintain compliance to all Regulatory Requirements (UL/CSA). 8. Ensure activities are conducted in compliance with all Environmental, Health and Safety Procedures. 9. Contribute as necessary to facility Continuous Improvement Activities, in support of Quality Policies and objectives. 10. Maintain a clean and orderly work environment. 11. Other duties as assigned.

Skills required to perform the Duties of the Job: 1. Minimum of two years of experience working in a manufacturing environment with exposure to quality systems and process controls. 2. Basic reading, writing and math skills as required to follow procedures and complete inspection activities. 3. Familiar with various measurement techniques/devices – rulers, micrometers, calipers. 4. Able to distinguish colors as required for circuit identification. 5. Able to lift 50 lbs. 6. Troubleshooting and deductive reasoning within a problem-solving environment. 7. Organizational and multitasking skills are highly preferred. 8. Ability to safely operate forklifts and other lifting devices. 9. Working knowledge of PC applications in a MS Windows OS is preferred but not required.



Job Summary

Company

Interstate Wire Co., Inc.

Location

Dallas, TX 75238

Industries

Electronic Wire & Cable

Job Type

Full Time

Employee

Years of Experience

2+ Years

Education Level

Associate Degree or Proven Real-World Experience

Career Level

Experienced (Non-Manager)

INSIDE SALES REPRESENTATIVE

About the Job

Interstate Wire Company was founded in 1977. Interstate Wire is a stocking distributor of wholesale electronic wire, cable, tubing, and connectors. We provide value-added services such as striping, cutting and stripping, twisting, printing, marking, dying, and re-spooling. We are a current supplier to both large and small companies around the USA and in several foreign countries. Our target customer is a small to medium-sized OEM.

We have an immediate need for an Inside Sales Professional, located at our Dallas, Texas headquarters. The successful candidate should be a motivated, highly organized, detail-oriented individual.

Primary Responsibilities

- Proactive customer engagements focused on creating value by evaluating customer needs and proposing custom solutions.
- Direct interaction with customers and vendors concerning price/delivery quotes.
- Contact, Quote, and Customer Relationship Management on Microsoft Dynamics CRM 2013.
- Order management from order entry on IBM iSeries ERP system to final shipment.
- Work closely with Sales Manager, Production, Billing, Accounting, and Logistics.
- Maintain open line of communication with customers to ensure product requirements are met in a timely manner.
- Will provide input to management, marketing, and sales on current product support, backlog issues, and other potential scheduling issues.

Requirements

- Minimum 2+ years of experience as a sales/customer service professional in the wire & cable or other electronics industry.
- Excellent verbal and written communication skills.
- Outstanding interpersonal skills.
- Strong proficiency with office software including Microsoft Outlook, Excel, and Word.
- Ability to work independently and work well with others.

Preferred Qualifications

- Experience in CRM system.
- Experience in ERP system.

Benefits working with Interstate Wire

- Medical, dental, vision insurance available.
- 401(k) plan available.
- Vacation and sick leave pay.
- Competitive salary + commission plan.

Interstate Wire Company has an ISO 9001 Certified Quality Management System.

Interstate Wire Company is an equal opportunity employer.

Please email resume and cover letter to Jobs@InterstateWire.com and indicate job title in subject line.

Interstate wire Job Description

Job Title: Extrusion Machine Operator Date of this Description: April 29, 2019 Position Reports to (Title): VP Operations/Plant Manager/Production Manager

Job Summary: Responsibilities include activities related to daily operation of extrusion production lines in a wire and cable manufacturing environment. Activities shall support organizational objectives as associated with productivity, quality and delivery. This individual will be responsible for production; process improvement and Quality Improvement initiative activities that support and comply with ISO 9001 Quality System requirements, as well as all Environmental, Health and Safety procedures. This position may require assignment to Night Shift and Weekend work schedules, as needed to support objectives.

Duties and requirements of the job: 1. Effectively operate equipment in compliance with all quality, safety and customer requirements. 2. Follow procedures, control plans and work orders. 3. Perform product change-outs as required in a timely and effective manner. 4. Properly identify and maintain tooling, conduct inspections and tests, complete inspection records. 5. Work jointly with all departments and team members to address processing constraints and develop solutions. 6. Complete all activities within compliance to Quality System Procedures (ISO 9001). 7. Maintain compliance to all Regulatory Requirements (UL/CSA). 8. Ensure activities are conducted in compliance with all Environmental, Health and Safety Procedures. 9. Contribute as necessary to facility Continuous Improvement Activities, in support of Quality Policies and objectives. 10. Maintain a clean and orderly work environment. 11. Other duties as assigned.

Skills required to perform the Duties of the Job: 1. Minimum of two years of experience working in a manufacturing environment with exposure to quality systems and process controls. 2. Basic reading, writing and math skills as required to follow procedures and complete inspection activities. 3. Familiar with various measurement techniques/devices – rulers, micrometers, calipers. 4. Able to distinguish colors as required for circuit identification. 5. Able to lift 50 lbs. 6. Troubleshooting and deductive reasoning within a problem-solving environment. 7. Organizational and multitasking skills are highly preferred. 8. Ability to safely operate forklifts and other lifting devices. 9. Working knowledge of PC applications in a MS Windows OS is preferred but not required.

Quality Control Job Description

Position Overview: This position is responsible for accurately processing incoming and outgoing shipments.

Duties and Responsibilities:

- Responsible for the inspection of both incoming and outbound materials
- Able to read, interpret, and verify product details as specified by manufacturing order, purchase order, packing slip, tags, and invoice documentation
- Able to read, understand, and follow wire and cable catalog with the purpose of identifying accurate gauge and stranding of wire and cable
- Keeps track Return Merchandize (RMA), verifies part number and accurate counts, documents discrepancies, keeps accurate log of all returned materials
- Successful person must be a self-starter, able to work both in group and non-group settings, manage accurate reporting of inspections for inbound and out bound materials
- Follow SOP's and accurately perform inventory transactions in ERP System (AS400)
- Flexible, able to perform and conduct other duties such as; GEMBA Walk's, Safety, 6'S, Inventory, Events, and other duties as assigned by the management team

Education Requirements:

- A minimum of a High School Diploma (GED equivalent) or 2 years of experience in quality control

Work Experience/Qualifications:

- Basic computer skills required (Word, Excel, Email, Internet)
- Previous experience working in warehousing/logistics
- Basic Reading, Writing, and Math Skills
- Able to work in team setting and independently

Physical Demands:

- Physical demands require standing for extended periods of time, bending, reaching, carrying, and occasionally lifting and/or moving objects up to 25 pounds. Person must not be colored blind as job requires individual to conduct inspection of various different color coated wire and cable.

Job Type: Full-time

Salary: \$11.00 to \$14.00 /hour

Receptionist Job Description

Job Purpose:

Supports sales operations by welcoming visitors and answering incoming calls with professionalism.

Duties:

- * Welcomes visitors, potential customers, and customers by greeting and referring them to the appropriate person.
- * Forwards sales information by answering the telephone, receiving faxes; recording and delivering messages.
- * Maintains security by screening visitors.
- * Presents a welcoming environment by keeping reception area neat and clean.
- * Supports sales operations by maintaining files and forms; obtaining and forwarding information.
- * Completes special sales projects by organizing information and requirements; meeting schedules.
- * Produces information by preparing letters to potential/current customers.
- * Secures and updates customer information within CRM system.

Skills/Qualifications:

Telephone Skills, Verbal Communication, People Skills, Professionalism, Self-Confidence, Customer Focus, Multi-tasking, Customer Service, Microsoft Office Skills, 10 Key Skills, Customer Relationship Management Software (CRM) Skills Preferred