



Michaud Equipment LTD. is currently looking for a

Position Description – Engineering Assistant

Reports to – Engineering Manager

Summary of Position

1. **Generate Detailed Drawings and other documents.** Create detailed drawings and schematics for engineering use with customers and the production floor. You will also be required to be proficient with the nesting software, and with Quick Books and Syntegra, which are the companies 2 software's used to track Sales, Inventory, Work in Process, and the Production Schedule.
2. **Collaborate with Team Members:** Work closely with Engineering Manager, Production Supervisor and all members of the production leadership team in subordinating efforts to assist the production process to be effective and efficient.
3. **Ensure Compliance:** All work must comply with Michaud standards and Industry standards.
4. **Maintain Records:** All drawings, pdfs and work sheets must be stored in proper repositories as directed by Michaud management team.
5. **Quality Control:** It will be required to properly mark documents with latest Revision and Date so as to help Michaud mitigate future errors and quality issue.
6. **Use Specialized Tools:** All tools / Computer equipment required for the job will be supplied. Training on tools unfamiliar with the selected candidate will be given by Michaud staff.

Core Competencies - the successful Candidate must display the following attributes as a core part of their interaction while working for the company.

- Needs to be on time for work
- Must conduct Himself / Herself with Best Safety Practices
- Takes direction well.
- Is able to work well alone or with others
- Displays respectfulness in all aspects of his relationship with other employees
- Allows minimal Non-Production Interruptions
- Shows problem solving ability
- Is adaptable and flexible.
- Is coachable
- Works productively
- Produces Quality Work

Requirements for the Job and Work Environment – it is important that the successful candidate has developed a skill set through his / her education and / or work experience that allows them to be capable of performing Engineering and related tasks with a high degree of accuracy and quality within the work environment. Attributes we feel allow for this output are not limited too but are contained within the list below:

- Experience in a manufacturing-oriented environment is considered an asset and preferred
- Ability to create useful detailed drawings for the Production floor.
- Must be willing to develop technical skills through both internal and external training as required.
- Effective attention to detail and a high degree of accuracy
- Strong mathematical skills.
- Is proficient in fractions to decimals equivalency
- Experience using Auto Desk Inventor, Autodesk CAD or SolidWorks is a requirement
- Experience using typical production tools such as micrometers, calipers, and levels is an asset.
- Managing revision control of all drawings and documents.
- Exceptional organizational abilities with task prioritization, multi-tasking, use of timelines and time management techniques
- Communicates well.
- Is a team player.

Educational / Work Experience - Education and work experience are both key in this role. Michaud is looking for a candidate who has completed a 2-year certified Drafting program at minimum. Experience beyond the 2-year program is an asset.

***** Wage will be based on our assessment of the successful candidate.**

If you are interested, please send us your resume:

Email:

bryan@michaudequipment.com

Or

In person:

410 Ouellette St.

Grand-Sault/Grand Falls New Brunswick E3Z 0C9

Canada

NOTE: Only successful applicants will be notified.