Job Description with local colleges

The selected candidates will work in the GM Defiance plant reporting directly to a GM Supervisor. Ideally each position will provide approximately 20 hours of employment each week. GM can be flexible with class schedules, but part time hours should fall within 6:00 am – 5:00 pm. Monday through Friday. No manufacturing experience required. GM will train successful candidates for the specific tasks assigned. Each position will require use of Excel, Microsoft Word, and Powerpoint. Other tasks may include but are not limited to: Input preventative action into Maximo, Conduct time studies, Develop Workplace Organization Standards, Create Job Element Sheets, Data Entry and File Structure for Dimensional Control, Generating Common Forms, and Assisting in Value Stream Map Data Entry.

Each GM position is coordinated through Aramark.

Additional Responsibilities:
- Customer interaction and support
- Tool test analysis and implementation
- Inventory management
- Daily contact with engineers, operators and manufacturing supervisors
- Present issues to vendors for possible solutions
- Present proposed solutions to Engineering

Desired Skills
- Minimum 2.8 GPA
- Excellent organizational skills
- Time Management
- Ability to prioritize multiple projects
- Effective oral and written communication
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work well on an individual and collaborative basis
- Attention to detail

To Apply, please contact Professor Elizabeth Thompson (thompsoe@ipfw.edu)

Company Description: The GM team shares a passion for customers and a competitive spirit that drives us to excellence. Our culture -- one which represents diversity, inclusion, mutual respect, responsibility and understanding -- welcomes fresh perspectives and varied experiences.