



M&R PRECISION MACHINING

TOOL CRIB SUPERVISOR – AEROSPACE & DEFENSE

JOB OVERVIEW

M&R Precision is looking for an outstanding Tool Crib Supervisor to join our team!

- M&R Precision Machining is offering an exciting opportunity for an experienced and highly skilled Tool Crib Supervisor to run all Tool Crib operations for a High Precision CNC Machining company in the Aerospace, Medical, and Defense industry.
- We are looking for a very organized, results driven, proactive, responsible, intelligent, and motivated Tool Crib Supervisor with the proven ability to run a first-class Tool Crib.
- The Tool Crib Supervisor must be able to achieve excellent results in On-Time Delivery, Inventory Management, Cost Control, Tool Crib Organization, Responsiveness, Training, Maintaining Quality Tools and Fixtures, and Continuous Improvement.
- The ideal candidate for this position is a knowledgeable, hands-on supervisor who works well with everyone and desires to build the best Tool Crib in the industry.
- As a key member of our Production Team, you will report directly to the Plant Manager.
- This is an exceptional opportunity for a strong and capable leader who desires to build and transform a Tool Crib from the ground up, into one of the best in the industry.

OUR BUSINESS

- M&R Precision manufactures high-precision machined products for a variety of industries, with a special focus on Aerospace, Medical, and Defense.
- We are an officially approved supplier for the U.S. Government's prestigious Defense Logistics Agency program.
- M&R Precision is a healthy, well-established, and growing company with nearly 50 years of business success.
- We seek to hire highly qualified employees who are the best in their professions and have a commitment to excellence, integrity, performance, and continuous improvement.
- We have one of the top management teams in the industry and we are committed to investing in new technology, equipment, and machinery (including 5-axis and other multi-axis machinery).
- M&R Precision is AS 9100D-2016 and ISO 9001-2015 Certified.

- We are located in Elk Grove Village, a northwest Chicago suburb near O'Hare Airport.

EDUCATION & WORK REQUIREMENTS

- Associate's or bachelor's degree in Engineering (or comparable experience) is required.
- Minimum 2 years of work experience in Tool Crib Operations and Inventory Management for a High Precision Machining company, or similar manufacturing company.
- Experience working in Aerospace, Defense, Medical, and/or Automotive industries is highly preferred, but not required.
- Must be skilled using computers and be able to read, write, and speak in fluent English.
- Must be physically able to climb stairs, reach overhead, carry tools and fixtures, push carts, pick up items from the floor, and occasionally lift or move objects up to 50 pounds.
- A reputation for integrity, honesty, and high standards of personal character is required.
- Must have good work references and be able to pass a drug test prior to hiring.
- Legal authorization to work in the United States is mandatory.

TECHNICAL SKILLS REQUIRED

- Extensive knowledge of indexable milling tools and carbide turning tools is required.
- Familiarity with Sandvik and/or Kennametal tooling is strongly preferred.
- Basic blueprint reading skills are required.
- Must be able to inspect Tools and Fixtures and keep all Tools and Fixtures in excellent condition and proper repair.
- Must have excellent computer skills for purchasing, managing inventories, maintaining databases, viewing company information, and preparing reports.
- Experience using ERP systems (such as JobBOSS), is highly preferred, but not required.
- Basic math skills and an excellent attention to detail are required.
- Must have an understanding of basic Manufacturing, Engineering, and Quality processes.
- Experience working with Quality Standards (such as ISO 9001 & AS 9100D) is preferred, but not required.

BUSINESS & PERSONAL SKILLS REQUIRED

- Must have excellent organizational skills and take pride in running a first-class Tool Crib.
- Must be a friendly and positive team player who works collaboratively with everyone (Management, Engineering, Quality, Production, Scheduling, Purchasing, etc.).
- Must have the ability to expertly manage inventory, control expenses, meet all deadlines, understand tooling and fixturing requirements, inspect and maintain quality tooling, and quickly and accurately respond to all tooling and information requests.
- Must be able to precisely follow all processes and procedures and make suggestions for continuous improvements.
- Must be a good problem solver who can proactively recognize and solve problems.
- Must be able to manage your own time efficiently, meet deadlines, train employees, reach goals, and independently maintain an outstanding Tool Crib.
- Must be proactive, intelligent, organized, logical, hands-on, and resourceful.
- Must be a dedicated employee with a passion to help M&R Precision grow to become the best Aerospace & Defense company in the industry.
- Must have very good written and verbal communication skills.

TOOL CRIB MANAGEMENT RESPONSIBILITIES

- Manage all Tool Crib operations, including purchasing, inventory management, tool and fixture storage, tool inspection, sending tools for repair, setting up tooling for production, blueprint reading, record keeping, computer reporting, employee training, etc.
- Follow all daily and weekly production schedules.
- Ensure all tooling and fixturing requirements are completed correctly, on time, and according to all Engineering and Quality specifications.
- Maintain a secure, clean, safe, and very well-organized Tool Crib.
- Work with Managers, Engineers, Quality, Scheduling, and Production Teams to better understand tooling and fixturing requirements, improve tooling performance, solve tooling problems, increase tooling efficiency, and improve inventory management.
- Set up tooling and fixturing for all jobs and provide offsets, as needed.

- Issue tools and fixtures to Production Team and ensure everything is properly returned.
- Precisely follow all processes and procedures 100% of the time.
- Make continuous improvements in Tool Crib operations and achieve exceptional results.

INVENTORY MANAGEMENT RESPONSIBILITIES

- Be proactive in all areas of inventory management.
- Maintain 100% current, accurate, and complete computer records of all inventory, storage locations, purchases, etc.
- Daily check all upcoming production schedules to make sure all orders arrive on time.
- Breakdown, carefully inspect, label, record, and properly store tools and fixtures daily.
- Maintain inventory in excellent condition and in their proper storage areas.
- Precisely record and manage inventories of tools, fixtures, holders, etc., and establish “min/max quantities” and order points based on availability, costs, and lead times.
- Develop a system to track the daily status of all purchases and tool repairs.
- Consult with Engineers, Managers, and Production Team Leads regarding the proper inventory levels for tools, fixtures, holders, and spare parts to be kept on hand.
- Daily check availability of required tools, fixtures, holders, insets, etc. and immediately inform Management, Engineering, Scheduling, and Production of all potential problems or delays.
- Work with tool vendors and other suppliers to lower costs, and improve quality, service, and responsiveness.
- Keep the Tool Crib area clean, secure, and organized and all inventory items properly labeled and in their proper storage locations.
- Train Managers, Engineers, Scheduling, Quality, and Production Team Leads and all backup Tool Crib employees how to use the inventory management system.
- Train all Tool Crib employees and backup Tool Crib employees regarding all processes and procedures that must be followed.
- Maintain a minimum inventory of parts for CMM equipment based on recommendations.

QUALITY MANAGEMENT RESPONSIBILITIES

- Double-check tooling requirements for accuracy per provided setup and tooling sheets.
- Ensure Quality Processes are 100% followed and all required records are properly kept.
- Meet all AS and ISO standards and industry-specific requirements for Aerospace and Defense (AS9100D:2016 and ISO 9001:2015).
- Meet with Production Team to better understand tooling requirements and quality issues, and then implement improvements, including better processes and work standards.

SALARY & BENEFITS

M&R offers attractive Compensation and Employee Benefits that include:

- Competitive Wages
- Medical Insurance (Health, Dental, and Vision)
- Life & Disability Insurance
- 401(k) Savings Plan with Matching Contributions
- Paid Vacations

OTHER BENEFITS

- M&R Precision is a great place to work, especially for highly skilled professionals who are looking for a meaningful and rewarding career at a secure and well-managed company.
- M&R Precision has been in business almost 50 years and has excellent future growth opportunities.
- We offer a friendly and teamwork-oriented environment that values its employees and treats people with respect.

To learn more about our company, please visit our website at:

- <https://www.mrprecision.com>

We look forward to welcoming you to our team!

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