

## **Honer/Grinder**

**Job Title:** Honer  
**Department:** Manufacturing  
**Status:** Regular Full Time; Non-Exempt  
**Hours:** 2<sup>nd</sup> Shift; 4:30 PM – 2:00 AM, M-F

### **Summary:**

Under the guidance of the Lead Supervisor, this position is responsible for all general honing assignments. Understanding of engineering drawings and routers a plus.

### **Key Job Responsibilities:**

- Able to hone all standard stocked items.
- Able to read and understand all engineering drawings, honing routers and provide suggestions for improvement.
- Able to hone prototype components without direction.
- Able to communicate effectively with other departments when necessary.
- Show an aptitude for set-ups and running of manual and automatic machines.
- Able to show working knowledge of honing documentation including drawings, routers and forms.
- Show a willingness to work through their attendance, ability to meet customer and management's demands and overall positive attitude.
- Performs other functions as required.

### **Skills & Experience:**

- High school diploma or GED equivalent
- Previous experience working in a manufacturing environment
- Post-secondary certificate preferred but not required
- Ability to work independently Moderate lifting required

## **Accounting Clerk**

**Title:** Accounting Clerk  
**Department:** Accounting  
**Status:** Regular Full Time; Non-Exempt  
**Hours:** 8:30 AM – 5:00 PM or 8:00 AM – 4:30 PM

### **Job Duties:**

- Ensure accurate records of daily labor transactions
- Maintain daily time and attendance records to assist HR with the weekly payroll information
- Process shipping paperwork and invoicing daily
- Record cash receipts daily
- Maintain accurate records of paid and unpaid sales invoices
- Contact customers as needed to ensure timely collection of receivables from customers
- Provide timely response to customer problems or complaints
- Maintain organized documents and records for contracts, transactions, or regulatory compliance
- Maintain accurate financial and transactional data

### **Skills & Requirements:**

- Bachelor's degree preferred and 2 years of related experience
- Associates degree and 4+ years of related experience
- Advanced knowledge for Microsoft Office products including Word, Excel, and Outlook
- Must possess excellent verbal and written communication skills
- Demonstrated acumen for solving complex problems and prioritizing workload
- Strong attention to detail
- Maintains professional demeanor in all communications
- Ability to manage multiple priorities while remaining highly effective and efficient