

Fox Valley Metrology
3125 Medalist Dr.
Oshkosh, WI 54902
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www.FoxValleyMetrology.com

Position Title: Production Manager Assistant

Fox Valley Metrology is a progressive leader in the field of metrology. We are currently seeking a talented, professional individual to employ as a member of our Production team based at our Oshkosh, WI location. This permanent position is anticipated to begin immediately.

INCENTIVES OFFERED:

- Competitive compensation
- Competitive health insurance benefits
- Positive work environment
- Up to 4% of salary matching to 401k program
- Necessary training provided

JOB DESCRIPTION:

- Assist production manager with job fulfillment requests
- Communicate directly with lab technicians regarding calibration lead times and resulting issues
- Ensure proper operating procedures are being followed
- Help identify and correct quality concerns
- Answer customer questions and concerns in a timely and professional manner
- Coordinating information for Receiving, Billing and Shipping departments

REQUIRED QUALIFICATIONS:

- Demonstrate interpersonal and communications skills.
- Individual must be self motivated
- PC skills – Microsoft Windows, Outlook, Excel, and Word experience a must.
- Detail oriented
- Good problem-solving skills
- Ability to work in a team environment
- Standing or walking for extended periods of time

Please forward resume to:

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