



WE SERVE THOSE WHO INNOVATE

Our mission is to machine quality metals and materials through industry-leading technology & superior experience. We are a precision sheet metal fabrication and CNC machining one-stop-shop. A leader in rapid prototyping and short-run production, we have two facilities located in Contoocook, New Hampshire with over 100,000 square feet of manufacturing workspace. Our West Coast facility located in Sunnyvale, CA offers high-precision machining of various metals and plastics, along with multiple capabilities in electro-mechanical assembly and continuous manufacturing. Our Midwest facility located in Grafton, WI provides sheet metal fabrication and CNC machining services similar to those provided in NH.

Service and quality are at the core of our company. Our dedicated staff is here to serve engineers and innovators who are creating tomorrow's industrial world. We prioritize relationships, not revenue, and our core values include elevating service, challenging what's possible and crafting for the future.

JOIN OUR TEAM

If you thrive in a work hard-play hard environment and you thoroughly enjoy challenges and the sweet satisfaction that comes along with meeting and exceeding them, you should consider joining our dedicated workforce driven by people who take an enormous amount of pride in what they do. We offer competitive pay, paid time off, paid holidays, medical, dental, vision, life, disability and various other insurance benefits, training, education and development, a retirement plan, weekly raffles and the most amazing BBQs!!!

The Manufacturing Engineer is expected to be technically proficient and will be assigned to work with various groups with diversified tasks.

The duties and responsibilities of this function include, but are not limited to, the following:

• **Manufacturing**

- o Work with leadership to ensure on-time-delivery and quality of jobs.
- o Author and release documents such as MPI's, SOP's, Protocols, etc.
- o Train personnel regarding new processes and other documents, accordingly.
- o Establish plans towards reduction of NCR's and part rejects.
- o Implement LEAN concepts with leadership personnel.

• **Product Design & Tooling Engineering**

- o Provide part/tool drawings and CAD models, as necessary.
- o Create fixture and tooling design, when required.
- o Conduct materials research and supplier search.
- o Perform and/or coordinate various test protocols, as directed.

• **Quality Assurance and Engineering**

- o Support tasks toward QA documents (i.e. MRB, NCR's, RMA's, CAPA's)
- o Work with QA leadership on establishing operational metrics.
- o Participate in Supplier Quality Development initiatives and activities.

• **Sales & Marketing**

- o Support the estimating activities and issue Quotes as directed.

- o Communicate with customers pertinent to the jobs.
- o Partake in customer outreach tasks.

Required Knowledge, Skill, and Abilities:

- Excellent computer skills (MS Office-Word, Excel, PowerPoint, Visio).
- Proficient in SolidWorks or AutoCAD.
- Proficient in GD&T (Geometric Dimensioning & Tolerancing).
- Very good communication, presentation, and writing skills.
- Mechanically inclined, detail-oriented, and with good problem-solving skills.
- Experienced in time management, planning, and organization.

Qualification, Education and Experience

- BS in Mechanical Engineering, minimum. (Industrial, Civil, Technology are considered)
- Knowledge of mechanical equipment and machine tools.
- 0 to 2 years of experience in industrial or related fields.

Competencies:

- **Interpersonal Skill**--Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Organizational Support**--Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

If you feel you have the right stuff, please submit your resume for review to hr@prototek.com, mail it to Prototek, 244 Burnham Intervale Road, Contoocook, NH 03229 or fill out an application on our website at www.prototek.com. No agencies, please.

Prototek provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.