



## 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 Production Manager will have the opportunity to utilize his/her expertise to develop and execute objectives and effect short term and long term business goals in a machining environment. In addition to the technical ability, we are looking for someone who can demonstrate sound, independent judgment and decision-making coupled with the ability to think "big picture" in relation to overall machining processes.

#### Essential Duties and Responsibilities:

- Manage a team and coordinate day-to-day activities while enhancing workflow and efficiencies.
- Responsible for meeting the manufacturing deadlines as well as communicating business goals, processes and procedures for the entire machine floor.
- Responsible for keeping the work area, machines, and machine tooling inventory clean & organized and monitoring basic preventive maintenance of the equipment.
- Maintain accurate production scheduling initiatives in regard to machines, tooling, fixtures, and personnel.
- Evaluate existing manufacturing activity to ensure focus on core competencies and identify future growth opportunities to maximize use of in-house machining and manufacturing capabilities.
- Interpret all drawing & blueprint specifications, dimensions and tolerances to determine most cost effective/efficient sequence of manufacturing operations and set up requirements.
- Communicate daily with production team, quality department, and management top priorities/concerns and resolve all machining quality issues timely.

- Manager responsibilities will include interviewing, hiring, training, monitoring work, performance reviews, career development, discipline and resolving issues in accordance with applicable laws and/or company policy.
- Oversee and monitor all safety initiatives in the machining area.
- Work as team with all levels and functional areas of the organization.

**Education, Qualifications & Experience:**

- Seasoned or talented machinist with supervisory/management experience in a machined manufacturing facility.
- Desire to come up with creative ideas to improve and develop new solutions for production planning efficiency.
- Demonstrate machining know-how and people skills to provide hands-on management.
- Ability to work in a fast paced production environment.
- Excellent organization and analytical skills along with demonstrating a strong work ethic and superior technical abilities.

If you feel you have the right stuff, please submit your resume for review to [hr@prototek.com](mailto: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](http://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.