

Job Title: **Engineering Admin**

Job Type: Full-Time

Shift Type: First Shift (Day)

Location: Cincinnati

Job Description: We are currently recruiting a senior skilled machinist for an open position within PCC Aerostructures Division. This position is located out of Cincinnati with approximately 5% travel required to other PCC Aerostructures facilities worldwide.

Summary

Work closely with Division Manager of NC Programming, Division Manager of Fixture Design, and Division NC Team Leads to provide engineering support of new and existing programs. Generate and capture project activity in PLM System. Accumulate pre-project datasets to support NC Programming activities.

Responsibilities:

- Generate, capture and manage pre and post project datasets in PLM database.
- Support NC Programming and Tool Design data needs.
- Use CAD system to interrogate and validate data sets.
- Ensure all part specs and COS requirements are captured.
- Ability to read prints and understand GD&T information.
- Knowledge of ITAR Compliancy and ISO & QA 9000/9001 Compliancy.
- May occasionally perform special projects; Perform other duties as needed.

Knowledge and Skills:

- 3+ Years' experience in an aerospace manufacturing environment.
- Familiar with use of FTP sites.
- Good verbal and written communication skills.
- Be willing to join in discussions and proactively support manufacturing needs.
- Experience with a premier CAD system.
- Prior PLM experience preferred. IE: SmarTeam, WindChill, TeamCenter, or ENOVIA. ENOVIA is a big plus.
- Strong experience with Microsoft Products.
- Must be very organized and detail oriented.