



# JOB POSTING FORM

Company Name: Smalley Steel Ring Company

Contact Person: Tracy Lindsay Title: HR Recruiter

Company Address: 555 Oakwood Road, Lake Zurich, IL 60047

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Job Title: Machine Operator

**Job Description:**

Smalley Steel Ring Company is the market leader in the industrial retaining ring and wave/compression spring manufacturing business. We have been manufacturing and supplying the aerospace, automotive and other industrial markets for over 50 years. We take pride in everything about our business, including the quality of our innovative products, our focus on continuous improvement, and our standard of excellence that guides the service that we provide to our loyal customers.

Smalley is currently hiring Machine Operators! These positions include both entry-level as well as more advanced opportunities including:

**Runner:** an entry-level position, responsible for running the production of various parts. The operator will effectively read the part blueprint and utilize testers to measure parts as they come off the machine, with veneers, calipers and micrometers, as well as make necessary minor adjustments to the machine through production, and maintain their workstation. Additionally, the operator will be responsible for completing necessary paperwork for job tracking, and traveling parts to their next required department. The operator must be able to effectively communicate with staff regarding any issues that need resolution.

**Coiler:** an advanced position, responsible for machine set up and running machines. The coiler is responsible for reading blue prints and wire cards, preparing machines with the correct wire, and using a computerized system for product movement. Minimum 1-year machine set up experience OR 3+ years as a machine operator.

Is a High School Diploma or GED **required**? Yes  No

Are Bi-Lingual skills helpful? Yes  No  If yes, what Language? \_\_\_\_\_

**Experience and Skills Required:**

- Authorized to work in the US on a permanent basis
- Effective communication skills, both written and verbal
- Pass required exam of basic math and English

Hours and Days: 1st or 2nd Shift Full/Part time: Full-Time

If interested, applicant should apply by: Apply online at: [www.smalley.com/careers](http://www.smalley.com/careers)