



<https://www.premierpersonnelgroup.com/find-a-job/tool-room-attendant-assembler/>

Tool Room Attendant/Assembler

Description

A tool room attendant is responsible for the maintenance and inventory of supplies within the tool room. The tool room attendant will be responsible for managing the tooling database and maintaining a list of tools and equipment available for distribution, maintains records of which products are signed out and to whom, and then signs products back in when they are returned. If tools or equipment are lost, the tool room attendant orders additional stock of those materials, tools, or equipment for the company.

Responsibilities

Oversees tool room or anyone assisting in the tool room

- Manages tooling database software
- Issues tools and equipment to workers and maintains records of tools and equipment issued and returned
- Maintains inventory of consumable/perishable tooling, and all other equipment/gauging or supplies designated to the tool room
- Prepares periodic inventory or maintains perpetual inventory of tools and equipment
- Receives, unpacks and stores incoming tools and equipment, and requisitions stock to replenish inventory
- Inspects and measures tools and equipment for defects/wear and reports damage/wear to leadership
- Analyze condition of tools; create a system for re-sharps

Qualifications

High School diploma or equivalent, required

- Must have valid Driver's License

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Plastic Extrusion

Job Location

Middlesex

Base Salary

\$ 18 - \$ 25

Working Hours

M-F 7AM to 4 PM