

Los Angeles Trade-Technical College Career Center | E5-413

(Visit the Career Center or email Sec@lattc.edu to apply for posted positions)

Machine Shop-CNC

Full Time

Job Title:	Entry Level Manufacturing (posted 7/6)	Job Number: 5164
Hours/Days:	Monday-Friday	Salary: \$24/hr.
Location:	Los Angeles	
Requirements:	<p>Skills Requirements: Ability/familiarity of 3D model/2D draft of any or all: rhino, autocad, fusion, solidworks; Can step into design, draft, 3D model or perform any task in the design department; Strong drawing knowledge - ability to read, interpret and take action with the following: technical drawings, specs, project needs and RFQS; Relevant drafting, 3D modeling, general technical drawing experience (1 yr min). Experience working with, editing and converting various design files: 3 yrs project management exp in related field; 3 yrs "shop" experience in related field/fabrication/manufacturing; Estimating, materials, purchasing experience; High software proficiency; Fabrication materials, industry practice, techniques - knowledge; Strong scheduling and time management skills; Process oriented, creative; Experience with design workflow, production pipelines; Excellent writing, editing, correspondence - professional, timely and to the point; Experience in contract negotiation with clients and vendors; Excellent communication and interpersonal abilities with aptitude in fostering long-term relationships, answering phone calls, taking notes, etc. (General Immediate needs): Ability to wear many hats, creative, efficient, resourceful; Familiarity with CNC machines; Strong technical drawing experience, understanding, redlining, direction etc.; Outstanding leadership capabilities & desires; Assist with production pipeline and office operations; Familiarity with the same or similar fabrication/production/manufacturing environment; Support project documents and stay organized; Dissect provided information for bidding: delegate the appropriate person(s)/depts to retrieve needs, costs, ideas and overarching support.</p> <p>Job Description: Project coordination/support; Delegate project information: determine scope of work, communicate internally and with clients to set up and get moving. Keep the project on schedule, budget and target once approved. Track all aspects of the project; Learn internal processes - provide creative & constructive feedback; Coordinate all new hires, process paperwork, and train; Diligently keep clients up to date and continuously maintain communication; Enjoy being client-facing; Gather information from other departments to estimate, track and familiarize yourself with process, materials, trades, machines, industries etc; Establish vendor relationships and know who to call; Sort through incoming projects to prioritize and establish the priorities and importance levels; Punctuality and organizational skills are essential. Key Roles: Project coordination/support : Configure, estimate & schedule all phases of project & track using E2 Software; Drafting for client approval of design, revising as-needed; Keep client and staff informed of project status (also use Monday.com); Work well with team members; Technical & general office support; Assist on the creation of systems for job workflow & enforce the software compatibility; Team oriented.</p>	

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Full Time

Job Title:	Entry Level Manufacturing (posted 6/29)	Job Number: 5141
Hours/Days:	Shift Varies	Salary: \$15-22/hr.
Location:	Vernon	
Requirements:	<p>Skills Requirements: High School diploma or equivalent GED required; Essential reading and writing skills are required; Experience with automated manufacturing equipment preferred; Must be able to stand 12 hours during a shift; Ability to frequently lift, push, pull, and carry up to 50 pounds.</p> <p>Job Description: Open jobs are in the production and recycling departments. The company will provide training. Work responsibly in a safe manner, following all safe operating procedures and posted requirements. Follow work guidelines and adhere to all company policies. Sustain productivity and quality standards. Handle products according to customer specifications and the company's production standards. Position may require the ability to receive forklift certification. Complete assigned tasks as instructed by the supervisor.</p>	

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Machine Shop-CNC

Full Time/Temporary

Job Title:	Production Technician (reposted 06/29)	Job Number: 4979
Hours/Days:	Shift Varies	Salary: \$19/hr.
Location:	Monrovia	
Requirements:	<p>Skills Requirements: Must possess a high school diploma or general education diploma (GED). Certification required to operate sterilizers (as required). 1 to 2 years' experience in IOL, Contact Lens or medical device manufacturing industry is preferred. Previous experience in using a microscope and other measurement equipment is recommended. Experience with an ISO or GMP manufacturing environment. Previous experience performing setup or operation of CNC machinery is recommended. Must be able to read, write, and speak English. Needs to be able to communicate with co-workers at all levels. Must possess good manual dexterity, technical aptitude and an ability to troubleshoot problems. Ability to take direction from lead/supervisor and other management and contribute to departmental goals. Should possess adequate organizational skills to handle heavy workloads. Basic computer skills strongly preferred.</p> <p>Job Description: Thorough knowledge of all applicable SOP's: makes proper decisions in line with applicable SOPs and standards under normal conditions. Perform highly technical tasks in support of manufacturing including equipment set-up and manufacturing of product, tool changes, sterilization processes, and filtration of material and calibration activities as assigned. Troubleshoot issues on equipment and assist with preventative maintenance. Edit equipment programs (as required). Assist in revising procedures related to operation and preventative maintenance. Support qualification activities (as required). Train production operators in the processes. Other duties as assigned.</p>	

Part Time

Job Title:	Machine Operator (posted 6/29)	Job Number: 5152
Hours/Days:	Mon/Tues/Sun	Salary: \$18/hr.
Location:	South El Monte	
Requirements:	<p>Skills Requirements: Attention to quality and details, Ability to read CAD renderings; Sharpen tools; Breakdown set-ups, exchange drill bits, strong mathematical aptitude, Positive attitude, Willingness to be trained on the job.</p> <p>Job Description: Entry level machine operator position, must operate automated hand screw machine, lathe, mill and drill. We are a very small company and can train you on the job.</p>	