

Major communications company in Philadelphia on Market street needs a temporary administrative assistant for 6 weeks to assist in their Human Resources department. They need someone who is familiar with benefits and how they relate to employees and Human Resources.

If you have experience working in a Human Resource department, have excellent computer skills and are available for an immediate interview and a 6-week temp assignment please contact Dave Bontempo immediately at 215-357-6590.

ENGINEERING MANAGER – PERKASIE , PA

FOOD PROCESSING EQUIPMENT

Made To Order and Engineered to Order – our client needs an Engineering Manager to oversee teams and development, this role is more a Chief/Principal Engineer vs Manager. They will NOT functionally manage the teams due to structure, but will guide, improve, process improvement, standardize, etc.

Key to role - must know very similar products. They make large custom machinery that moves food (often fresh meat patties, fresh sliced bacon, very particular things - see website for videos). Need someone that knows a regulated industry and then similar equipment -food processing, conveyor belts moving food, or something similar grade (pharma, etc).

Client shows continued steady growth and expansion. The organization is 25+ years old, privately held, and a global leader in their space. They have seen consistent steady growth over the years and have aggressive growth plans for the future. This is a newly created opening to add process, policies/procedures/structure, and improvements to the Engineering team. We are looking for a high-energy, detailed oriented leader, who will be responsible for all engineering activities. This role reports to the President.

Responsibilities

- * Establishes and monitors mechanical drawing standards/processes for 2D CAD, 3D modeling and ERP system along with policies and procedures for the Engineered to Order and Manufactured to Order engineering departments. Establishes and monitors electrical drawing standards/processes for electrical schematics, and control panel layout drawings, 2D CAD, 3D modeling and ERP system along with policies, processes, and procedures for electrical engineers.
- * Establishes and monitors standards for PLC programming, HMI design and programming and servo drive programming. Standardizes programming processes and notations required to explain logic.
- * Ensure correct component selection for development and synergies across different product lines
- * Implements policies and procedures to insure quality manufacturing releases (completeness and accuracy), while insuring teams maintain complete documentation and records of all projects.
- * Collaborates with R&D teams on preliminary design work necessary to determine feasibility of proposed concepts. Estimates mechanical design/drafting hours as needed for R&D projects and prepares or assists with preparation of proposal drawings.
- * Reviews customer equipment specifications or other engineering specification forms to determine what must be done to meet compliance. Manages the USDA, CE, UL, CSA and other regulatory compliance programs
- * Responsible for identifying problems and finding solutions for any design problem in the company's equipment.
- * Manages the ECN/ECR process and IP initiatives

Qualifications

- * Bachelor's Degree strongly desired. Equivalent experience may be considered
- * 10+ years experience in Electro-Mechanical Engineering/R&D, with at least 2+ years of leadership experience. Experience with capital equipment / customized machinery manufacturing highly desired; role will require a fair amount of technical knowledge regarding electro-mechanical equipment.
- * Process improvement experience, high level of organization and ability to work cross-functionally across a business (60% of this role will be developing/monitoring engineering activities; project coordination, drafting/design, scheduling, etc -- personnel management is a lighter aspect of the role for the time being)

- * Regulated industry experience desired; food, medical, pharmaceutical.
- * Strong organizational and interpersonal skills

Interested and qualified individuals please contact Dave Bontempo 215-357-6590

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