



Job opening: JOB PLANNER - MACHINING EXP NECESSARY (*full-time job*)

Do you have experience with CNC lathes, milling centers (3 to 5 axis) or EDM's? Can you read blueprints? Are you looking to become a member of a team that encourages and appreciates employee development? If so, Kosmo Machine Inc. is looking for you to join our AS9100 Certified (Aerospace) machine shop. We are currently seeking a qualified Job Planner. Kosmo offers a competitive benefits package, including PTO, medical, dental and education reimbursement, etc. We even have a full-time chef that prepares lunch Monday through Thursday (dinner is provided for second shift).

Plan and create Work Orders: apply working knowledge and best practices to promote efficient manufacturing techniques and product conformity. Responsible for: researching and buying materials/tools, thorough job planning, scheduling. Works directly with Quoting Management / Shift Foremen / Buyer and Shop personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES (including, but not limited to):

- Perform all tasks while adhering to Kosmo Machine Inc. priorities of Safety, Quality and Productivity.
- Learn and understand Company policies and procedures.
- Responsible for all aspects of job planning including:
- Creating Work Orders that are clear and concise.
- Ensure special programming is identified and completed.
- Tooling / materials are ordered prior to release to Shift Foremen.
- Coordinate with Suppliers for special processes and obtain quotes.
- Maintain and coordinate job schedules for assigned jobs.
- Provide performance feedback for lessons learned and continuous improvement.
- Attend on-site training and safety classes to increase knowledge.

KNOWLEDGE AND SKILLS

- Read and interpret drawings or blueprints
- Computer skills are required in this position
- Time management skills / multitask in a fast paced environment.
- Extensive knowledge of cutting tools, fixtures and manufacturing techniques
- Effectively communicate and understand job instructions both verbally and written in the English language.
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to perform basic mathematical computations and apply other math concepts to find practical solutions.
- Near and far visual acuity to be near 20/20 with or without corrective lenses.

REQUIREMENTS:

- Ability to pass drug and background screenings
- Reliable transportation and valid VA driver's license
- Five or more years of Trade Experience (trade knowledge to be assessed)

KOSMO MACHINE INC.
500 Trampton Road
Sandston, VA 23150

Phone: (804) 326-6819 or (877) 798-1383 (Toll Free)

Email: kosmo@kosmomachine.com

Kosmo Machine Inc. | Precision Enhanced