

## M. G. NEWELL CORPORATION

### JOB DESCRIPTION

JOB TITLE: Shop Coordinator  
DEPT: Engineering  
SUPERVISOR: Director of Engineering, Louisville Division

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#### PRIMARY PURPOSE:

The primary purpose of this position is to facilitate the smooth flow of work throughout the Louisville Division shop and to help maintain quality standards and productivity.

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#### JOB DUTIES:

- Coordinate and/or perform transfer of work requests from sales/engineering to shop personnel.
- Be responsible project manager on pump assemblies and small custom fabrications in shop.
- Act as a liaison between sales/engineering and shop personnel to supply adequate information (drawings, sketches, descriptions, etc.) to perform requested work.
- Order parts needed for shop jobs.
- Order and keep supplied expendable items for shop. Examples include MGN ID tags, nuts & bolts, saw blades, and end caps.
- Communicate with other divisions as necessary to get work completed in shop.
- Organize shop work to help mechanics prioritize work based upon input from sales/engineering.
- Maintain ongoing status of jobs in shop to advise Director of Engineering daily.
- Manage repairs of customer returned equipment using established repair procedures.
- Manage pump/core trades on returned non-repairable pumps.
- Ensure company safety protocols are followed in shop and with shop equipment.
- Participate in mechanical field service activities, i.e. value repairs. Become trained in pump rebuilds.
- Monitor job quality. Be sure assigned quality check has been done.
- Maintain file of Shop documents.

- Perform routine shipping and receiving duties as necessary.
- Process job returns.
- Other duties as assigned.

#### REQUIRED SKILLS, EDUCATION AND REQUIREMENTS:

- Associate's Degree Preferred
- 5 years experience in a Shop/Manufacturing environment

M. G. Newell Corporation has been in business for over a century providing sanitary process components and integrated process systems to the food, dairy, citrus, beverage, pharmaceutical and personal care industries. With divisions in Greensboro, North Carolina; Louisville, Kentucky, and Nashville, Tennessee, our services extend to the Mid-West, Mid Atlantic, and Southeastern United States.

M.G. Newell is an Equal Opportunity employer and will consider all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

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