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**Genera**l

OMW Corporation is a highly respected contract manufacturing company specializing in precision machining of custom metal and plastic parts for some of the world’s largest aerospace, electronics, and healthcare companies. We’ve been in business for over 20 years, own our own building, and have grown steadily since our founding (five times on the INC. 500/5000). We are looking for another team member to join us full time and long term.

The Expeditor position provides support to the Director of Operations. The Expeditor assists in managing the workflow. This includes ensuring that parts are moved to the appropriate work centers and accurately prioritized. The Expeditor continually audits each work center and adjusts priorities as needed and assists in communicating changing milestone dates within the company and to customers.

This is a new position at OMW Corp. The right candidate will have the opportunity to help define and grow the role over time.

**Reports to:** Director of Operations

**Responsibilities:**

* Provide Support to Director of Operations
* Organize and track all parts through completion
* Manage Milestone Dates in WIP (Work in Progress) Tracker
* Receive, inspect, and approve documentation of incoming parts
* Support source inspection by staging parts
* Assist with Safety Training Requirements
* Organize and maintain overage inventory
* Provide additional support Quality Control, as needed

**Minimum Educational Qualifications/Skills:**

* High School Diploma; college degree desirable
* Complete fluency with written English language, excellent writing skills
* Basic knowledge of Microsoft Word and Excel
* Detail-oriented and able to work with a high volume of documents in a fast-paced environment
* Highly organized and process-oriented
* Excellent oral communication skills
* Ability to work independently and in a team environment

**Minimum Previous Experience:**

* Manufacturing Experience (necessary)

**Minimum Additional Training:**

* N/A

**Other Skills:**

* Forklift Certified (can be trained)

You will be working closely with our Director of Operations and Quality Control team to support production of manufactured parts. Note that in your role, you will be required to follow sometimes complex written procedures carefully and consistently (training will be provided). Heavy lifting up to 50 lbs. is common in this role. The use of pallet jacks and dollies is required.

Candidates must be well organized, patient, have a positive attitude and be able to function in a team environment with constantly changing priorities

Applicants must be US citizens or legal residents. After 90-day probation period benefits include 100% company paid healthcare for the employee (80% for family), paid vacation and holidays, retirement plan with company contribution, educational support, good bonuses, and more. Please email your resume or job history. Suitable candidates will be contacted for interviews.  
  
OMW Corporation is an equal opportunity employer and drug-free workplace.

Resumes may be emailed to: [joeo@omwcorp.com](mailto:joeo@omwcorp.com)

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**OMW Corporation**

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