POSITION TITLE: Industrial Engineer

POSITION LOCATION: Reno, NV

POSITION DESCRIPTION:
Fosdick Fulfillment Corporation’s mission is to provide superior quality fulfillment services to the Direct Marketing Industry.

Fosdick Fulfillment Corporation is seeking an Industrial Engineer to join the team in researching, planning, and implementing a variety of engineering projects. The Industrial Engineer position reports to the Vice President of Operations. Duties and responsibilities include, but are not limited to:

- Researching, preparing, and implementing approved recommendations to include methods and efficient facility layouts and to recommend new materials
- Preparing cost estimates for projects, capital equipment justifications, and facility expansions
- Performing feasibility studies and preparing presentations
- Performing time studies for production and methods in order to set standards
- Developing standards for efficient employee utilization, performing work flow analysis, and making recommendations
- Researching, documenting, and implementing cost reductions through the reduction of direct labor
- Recommending and justifying automation that will result in labor savings
- Staying current with changes in engineering technology through membership in professional societies and educational centers, texts, and journals
- Planning and recommending utilization of facilities and personnel for the various operations for the company
- Researching and developing special plans and studies to ascertain feasibility
- Collaborating with managers and supervisors in the areas of improving operating techniques and methodology through recommendations and applications conductive to cost through more advantageous use of employee skills, machines, and facilities
- Making sample observations of work in order to develop standards for employee utilization
- Preparing plans for equipment layout, work flow, and accident prevention measures to maintain efficient and safe utilization of plant facilities
- Providing updates on progress to manager

QUALIFICATIONS:

- Graduation from an accredited college or university with a degree in Manufacturing or Industrial Engineering (including courses in Methods Engineering and Computer Science)
• Between one and five years of progressively responsible Industrial Engineering project work required to acquire sufficient background and applied knowledge to assume responsibilities
• Ability to read, analyze, and interpret common scientific and technical journals, reference materials, reference graphs, etc.
• Ability to use and process verbal and auditory sources of information obtained through interviews, group meetings, telephone calls, etc.

HOW TO APPLY:
Interested applicants should apply online.