

DATA ADMINISTRATOR

Founded in 1996, Select Tool is a leading manufacturer of high quality and innovative solutions to valued customers worldwide. We are a full-service provider of Automation, Special Machines, Turn-Key Productivity Systems, Specialty Tooling, and Checking Fixtures.

We control our value chain from concept to completion, thus offering many professional development and personal growth opportunities to our team members, as well as greater value and capabilities for our customers.

We value our team members, which is why we offer excellent wages, comprehensive benefits & RRSP program along with a great work environment, clean and modern facilities, and a driving desire to continue to be the best at what we do.

Job Description: The Data Administrator is responsible for all incoming and outgoing file transfers relating to CAD data, preliminary quote files, and other digital information. Other tasks include creating and updating fixture identification, generating reports for Program Managers, and helping the engineering department with other miscellaneous tasks.

Reporting to: Engineer Manager - Fixtures

Primary Duties and Responsibilities:

- Retrieve, process, and convert CAD & quote data
- Organize all data transfers on the local server and ensure appropriate departments are notified when data is received that pertains to them
- Respond to emails from customers in a friendly and professional manner
- Provide professional reporting for data and buyoff documents to customers
- Assist assembly teams with creating fixture tagging and identification
- Create CAD files for CMM and CNC departments as requested
- Assist with any other engineering tasks as they arise
- Work to schedule time lines for efficient releases
- Complies and follows all procedures within the company security policy.
- May perform other duties and responsibilities as assigned.

Requirements:

- Computer science and/or Engineering background an asset
- Strong knowledge of computers programs, including use of all Microsoft Office products and File Transfer Protocols
- Basic knowledge of CAD software and file types is an asset
- Proficient in organization and multitasking
- Ability to problem solve various issues independently
- Prior experience in a fixture design job considered an asset
- Should have excellent verbal and written communication skills

Education:

- Minimum High School diploma.
- Technical School Graduate or equivalent experience in an industrial manufacturing environment.



Accessibility:

Select Tool is committed to fostering a positive work environment and empowering its employees. Select Tool encourages applications from all qualified applicants and provides accommodations for applicants with disabilities. Please contact hr@selecttool.com if you require an accommodation during the recruitment process.