



Job Title: Tooling Coordinator
Department: Warehouse
Location: Matamoros, Tamaulipas, Mexico

We are seeking a dependable and knowledgeable **TOOLING COORDINATOR** for our manufacturing plant located in Matamoros, Tamaulipas.

Responsibilities:

Interfacing with departments across the organization this position has administration responsibility for our tool room. Coordinates tooling availability to meet the manufacturing schedule. Perform preventative maintenance as outlined by company procedure. Oversees facilities, equipment and machinery to perform repairs and preventative maintenance. Submits requests for materials, equipment, supplies and services of a specialized or complex nature in accordance with prescribed regulations and procedures. Reviews requisitions, investigates and develops local sources of supplies. This position requires the use of initiative and independent judgment, paired with a strong business and work ethic.

Qualifications:

- High School degree required/Associate degree in relevant field preferred.
- 2+ years in a tooling or supply chain environment.
- Previous experience in a high-volume transactional environment and/or customer-facing role is ideal.
- Excellent written and verbal communication skills. Bilingual in English/Spanish required.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.
- Strong numbers and math skills, including common fractions, and decimals to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to handle multiple tasks simultaneously in a fast-paced, deadline-driven environment
- Ability to use customized IT applications is desired. Skilled in full MS Office Suite helpful.
- Strong business communication skills and professional demeanor is a must.

Qualified candidates should submit their Resume/CV for consideration via email to:
HumanResources@ksmelectronics.com

(No phone calls please. This vacancy is NOT open to third-party recruiters or staffing agencies for recruiting purposes. KSM Electronics is not responsible for any fees associated with unsolicited resumes of candidates submitted by staffing agencies/third-party recruiters.)