



ULTRA PRECISION MACHINING, TOOLING & EDM

KVInc 1458 County Line Road  
Huntingdon Valley PA 19006

[www.kv-inc.com](http://www.kv-inc.com)

## Employment Opportunities

We need *Motivated, Competent Individuals* for the following position:

### Order Processor/Manufacturing Engineering Assistant

KVI, a leading manufacturer in the Aerospace and Medical Device industries provides Ultra Precision CNC Machining, Tooling and EDM services to the world. We are seeking a highly experienced, quality driven, productive person to fulfill the Order Processor position.

#### Job responsibilities include:

- Review contract requirements as summarized on Purchase Order
- Enter the orders into our E2 Job Costing System in timely manner
- Create job folders and enter job routers into the E2 system
- Purchase materials as required for customer orders and manage raw material inventory
- Scan engineering documents and job data into our system
- Enter Request For Quotes into our Estimating System

Join our team and enjoy working as part of a close-knit group focusing on a high level of customer service in a solid company with a great future. We are a quality driven, productive organization where you can advance your skills and experience. Come work in a place where your opinion is heard and valued. We offer an excellent work environment in a clean, high-tech facility.

#### Job Requirements:

Experience working in a manufacturing environment preferred. Ability to read blueprints a plus. Must be a multi-tasking self starter who knows what 'Quality' means. Very competitive compensation for highly qualified applicants.

Send resumes to [hr@kv-inc.com](mailto:hr@kv-inc.com) or call 215 322-4044 x219