

Maintenance

Work Location: ATl Millersburg

Status: Part-Time

Creating Long-Term Value Thru *Relentless Innovation*[®]

ATI is a global manufacturer of technically advanced specialty materials and complex components. Our products support diverse markets and industries such as aerospace and defense, oil & gas, electrical energy, medical, automotive, and other industrial markets.

ATI Millersburg is seeking a Business Support Student to join the Maintenance team. If you are looking for an opportunity to support a growing, world-class manufacturing company with multiple manufacturing operations, then this position is for you!

Primary Responsibilities

As a CWE in the Maintenance department, you will use internal resources and existing documentation to create accurate, user-friendly procedures and training guides that can be understood by a variety of audiences. You will need strong writing, editing, and proofing skills, and a keen eye for detail. Additionally, you will manage the Maintenance document audit system, act as a backup for the Maintenance Administrative Assistant, and perform various administrative duties. There will be additional duties assigned when deemed necessary by the department, but the majority of the work will be clerical/data entry.

Additional Skills

- The ability to work with staff across multiple departments.
- Good interpersonal skills.
- Excellent written and verbal communication.
- Experience with Microsoft Office Suite.
- Oracle experience or the ability to learn.
- General mechanical and electrical knowledge is a plus.

Requirements

- Must be a current student seeking a two or four-year degree.
- Must have a 2.0 GPA (overall) and have at least two terms completed on unofficial transcript.
- If selected for a position, participation in the CWE program is a requirement.
- Must pass background, citizenship and drug screenings.

A current resume and unofficial transcript(s) are required to apply to this position. Copy and paste Unofficial Transcripts into a Word or PDF document. Please email both documents electronically to cwe@linnbenton.edu. In the SUBJECT LINE: Please indicate "Applying for CWE Position: Student Laboratory Technician". If applying for more than one position, please indicate all that you would like to be considered for within the email.

Because we are a federal government contractor, we have special restrictions placed on us for hiring foreign nationals into certain key positions within the company. This particular position requires sole U.S. citizenship.

ATI Metals and its subsidiary companies will provide equal employment opportunities to all applicants without regard to applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability status, or any other status protected by federal or state law. The company will provide reasonable accommodations to allow an applicant to participate in the hiring process if so requested.

ATI STRATEGIC PRINCIPLE FIVE

*Attract, develop, challenge, and create opportunities for **TALENTED AND DIVERSE PEOPLE** who share a commitment to our values*