



## **NOW HIRING: HR Administrative Assistant, Maintenance Technicians and Tooling Associates.**

Batesville Tool & Die, Inc. has several job openings available including HR Administrative Assistant, Maintenance Technicians and Tooling Associates. All of these positions require a High School Diploma or equivalent and benefit package includes a competitive wages, health insurance plan with onsite health clinic, 401K plan with company match, plus other company incentives. 2<sup>nd</sup> and 3<sup>rd</sup> shift positions receive a paid lunch and a shift differential pay of an extra \$.50 on the hour. Candidates may undergo additional testing.

- **HR Administrative Assistant**-candidate must have good interpersonal skills and phone etiquette; be a good communicator both written and orally; have the ability to do various presentations internally & externally; and have excellent organizational skills. Clerical experience and HR law and classes taken in Psychology or Sociology a plus. Must be proficient in computers and have experience in Word, Excel, & PowerPoint. Must possess a high degree of **confidentiality**. Salary is commensurable with experience and could be up to \$16.95 per hour.
- **2<sup>nd</sup> and 3<sup>rd</sup> shift Maintenance Technician**-candidate must be self-motivated, detail-oriented and have good organizational skills. The job requires electrical and mechanical maintenance experience. Good computer skills and a working knowledge of electrical controls, instrumentation, AC and DC drivers and industrial electricity, plumbing and pneumatic/hydraulic system, carpentry, fabrication, and welding skills are a plus but not a requirement. BTD is willing to train if candidate has strong technical skills. Salary is commensurable with experience and could be up to \$21.70 per hour.
- **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> shift Tooling Associates:** candidate must have accurate machining and measurement skills. Responsibilities consist of: on the bench maintenance, process troubleshooting, adjustment and repair of progressive and transfer dies which produce stampings in metal forming equipment. Die Maintenance experience is a plus but BTD is willing to train the die maintenance skills if candidate has strong technical/mechanical knowledge or background. Salary is commensurable with experience and could be up to \$26.75 per hour.

Please contact us to find out if any of these challenging positions are right for you! Visit our web site at [www.btdinc.com](http://www.btdinc.com), send resumes to: [hr\\_out@btdinc.com](mailto:hr_out@btdinc.com), or apply in person at BTD: Monday - Friday 6:00 a.m. to 4:00 p.m., or mail resume to: Batesville Tool & Die, Inc. 177 Six Pine Ranch Road, Batesville, IN 47006.

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177 Six Pine Ranch Road  
Batesville, IN 47006

Phone: (812) 934-5616

BTD Sales Office – Rochester, MI

BTD South Carolina – Aiken, SC

Troqueladora Batesville de Mexico – Querétaro, QRO, Mexico

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