

Job Description

Job title	<i>Production Coordinator</i>
Reports to	<i>Operations Manager</i>

Job purpose

- Schedules and releases work to production floor. Expedites needed information between Sales, Engineering and Purchasing to ensure quick turn projects can be completed on time.

Duties and responsibilities

- Create Work Orders using ERP/MRP software.
- Work with Production Manager to create, review and modify schedule to balance customer lead times and production resources.
- Work with Purchasing to monitor incoming ship dates of raw materials and components for scheduling purposes.
- Work with Inventory Control to verify inventory supply levels of various components used in manufacturing process.
- Perform some purchasing of raw materials and components.
- Release Work Orders to production floor.

Qualifications

Individual must demonstrate a high level of detail and a desire to be a problem solver. Must also exhibit a willingness to be assertive to gather any missing or incomplete information needed to efficiently release Work Orders to the shop floor to meet production deadlines.

Qualifications include:

- Education; Minimum of 2-years associates in Industrial/ manufacturing engineering, or Business administration.
- 2 plus years of electronics manufacturing preferred.
- Experience with ERP/MRP in manufacturing or business environments.
- Experience in scheduling and coordination of workflows within a business environment.
- High attention to detail.
- Willingness to see problems or challenges to completion.

Working conditions

Working conditions are primary office with some time spent on shop floor working in a production environment.

Physical requirements

Work is light duty consistent with an office environment.

Direct reports

None.