



## Open Position

### Production Coordinator

**Basic Function:** Responsible for supporting Manufacturing by expediting the movement of parts to appropriate work centers. Assumes ownership for processing work on a timely and quality basis and adhering to standard expediting. Must have ability to juggle multiple priorities and be customer focused. Also needs to be a self-starter and take direction well from supervisor.

#### Primary Duties and Responsibilities:

- Complies and maintains material and parts inventory and status information to expedite movement of material and parts between production areas, according to predetermined production schedules and order priorities.
- Reviews shop work order requirements.
- Reads production schedules, inventory reports and work orders to determine type and quantity of material required, availability of stock and order priority.
- Confers with department supervisors to determine overdue material and parts and to inform supervisors of material status.
- Locates and distributes materials to specified production areas, manually or using handcart or forklift.
- May compare work ticket specifications to materials used at workstations to verify appropriate assignment.
- Identifies and prioritizes parts.
- Completes entries into Manfact recording.
- Run Shortage Reports for all product lines and service.

#### Skills and Abilities Required:

- Demonstrates a positive team spirit in daily activities.
- Exhibits zero tolerance for repeated errors and quality of work.
- Performs all duties with a constant attention to detail.
- Shows an ability to prioritize and handle multiple projects at one time.
- Demonstrates a “can-do” attitude and high level of motivation.
- Ability to exercise good communication, organization, and time management skills in changing work environment.
- The person must possess the ability to be resourceful, to act independently, where appropriate, and to recognize when higher intervention may be necessary.
- A customer focused attitude, with timely follow-up is required.
- Ability to work overtime as needed.
- Ability to be standing/walking on manufacturing floor for 10 hours per day.

**To Apply:** To refer a candidate logon to ADP and go My Quick Links Career Center on the home page or [Click Here to Apply](#)

**\$500 Referral Award for this position**