

Production Coordinator

Job Description

The Production Coordinator will plan, schedule, implement, and monitor production activities, ensuring contract requirements, product specifications, and deadlines are met in support of production and corporate EBITDA goals.

Responsibilities:

- Assists with setting and overseeing work assignments, production priorities, and work output of the manufacturing team.
- Reviews contract specifications, drawings, sales orders, and other project documents to understand requirements and establish commitment (promise ship) dates for scheduled sales orders.
- Schedules and coordinates work with and of appropriate department staff so that projects are completed in a timely and efficient manner.
- Identifies, acquires, and ensures the availability of materials and supplies.
- Drafts, develops, and implements cost-effective manufacturing methods and procedures to ensure that production is within applicable standards.
- Works directly with the Materials management team and fellow associates to ensure that raw materials, customer supplied items or services are available to support the production schedule.
- Communicates with Customer Relations Executives when there are significant variations in product demand, production capacity and material or production delays.
- Reviews, revises and establishes Bill of Material (BOM) parameters and proposes engineering/manufacturing changes for parts in production, ensuring smooth phase-in plans without interrupting material supplies.
- Creates manufacturing jobs, coordinates the release of materials to support schedule and on time deliveries.
- Identifies requirements for packaging and shipping.
- Perform Min/Max, safety stock and Re-order requirement analyses making necessary adjustments to safety stocks as deemed necessary to facilitate product availability while maintaining the lowest possible inventory.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to read and interpret blueprints to draft clear and detailed manufacturing procedures.
- Proficient with Microsoft Office Suite or related software.

Submit your resume to info@vmsinc.com.



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Production Coordinator

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Education / Experience

- BS/BA degree in Supply Chain Management or related field, or equivalent experience.
- Strong understanding of production scheduling in a make-to-order environment with 5+ years scheduling experience.
- APICS CPIM certification a plus.

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