

## 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](mailto:info@vmsinc.com).



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### 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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