

**JOB DESCRIPTION**  
**Production Logistics Control Team Member**

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**Department:** Production Logistics Control

**Job Status:** Full-Time

**Reports to:** Team Leader

**POSITION SUMMARY**

Maintains constant flow of operations through effective material handling and delivery to each operation in a mass/high volume production environment. Operate various types of motorized and manual equipment (pallet jack, carts, etc.) for the purpose of delivery, moving and removing of raw materials, WIP, finished goods, etc. Ensures that parts shortages do not occur on the production line.

**ESSENTIAL DUTIES and RESPONSIBILITIES**

- Transports raw materials, Work in Progress (WIP), and finished goods from between production control area to manufacturing area.
- Must communicate with manufacturing team members and team leaders in order to maintain even flow of materials.
- Using production plan as a base to creating average # of parts needed per hour.
- Receives raw materials and moves raw materials to temporary storage.
- Maintain and control of packaging materials.
- Transfers completed parts (in-house logistics) to finished goods areas/dunnage areas.
- Prepares finished goods and other materials for shipping.
- Maintain and control of dunnage, including sending and receiving, and washing and storage of returnable dunnage.
- Must perform preventative maintenance and routine machine checks.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.
- Recognize and define problems, collect data, and assist TL in developing conclusions.
- Other duties as required.

**EDUCATION**

High School Graduate or General Education Degree (GED) required.

**EXPERIENCE**

Experience in high volume manufacturing in the automotive industry preferred.

**OTHER REQUIREMENTS**

Solid work history and willingness to successfully function in a team environment.

**WORK ENVIRONMENT**

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.