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Please submit your resume, using the information above, to be considered for the position.

## **Specialist, Production & Logistics Control**

**Summary:** This position is responsible for providing support for the Production Control, Manufacturing, Purchasing and other areas as necessary. Will perform various PC duties and may operate various types of motorized and manual equipment (pallet jack, carts, totes) 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** include the following. Other duties may be assigned.

- Receives EDI for various customers and interprets into master schedule
- Builds shippers from said data for each NAMC
- Imports data from EDI software to ERP software
- Perform heijunka calculations for kanban per shift/route
- EDI information – Load against Raw Material Demand and account for all shortages to include up to 90 day lead time
- Return defective material to suppliers and adjust inventory
- Execute debit memos for all NG material
- Design and prepare customer and supplier packaging.
- Maintain existing packaging for quality and quantity
- Calculate Kanban quantity for new product lines.
- Enter supplemental manifests as received into Icaras and create manual shippers.
- Maintain BOM, Backflush Templates, Product line definitions, and routing for ERP Software.
- Direct customer and supplier contact responsibilities.
- Perform cycle counts to verify inventory and reconcile variances.
- Must maintain all shipping documentation.
- Issues E-Kanbans and creates Kanban cards and averages.
- Monitors production and provides feed back to shop floor including efficiency and pcs per man hour
- May prepare finished goods and other materials for shipping.
- Maintain and control of dunnage, including sending and receiving, and washing and storage of returnable dunnage.
- Must be able to coordinate multiple tasks in a fast-paced environment.
- Receptive of training and performing functions in multiple areas.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.
- Maintain a clean, organized and safe work environment; responsible for proper waste disposal.
- Must possess the ability to perform at required production standards.

- \*\*This position will be predominantly assigned to the indicated shift, but must be able to work any shift and overtime as needed.
- Must be able to travel to customer and suppliers as required, both day and overnight.
- Other duties as required.

### **Mandatory Qualifications**

- Knowledge and experience in material handling systems and operations.
- Knowledge of factors that influence inventory (B.O.M., reporting, etc.).
- Good interpersonal skills.
- Communication skills (written and oral).
- Computer skills (Windows, MS Office, particularly Excel).
- Knowledge of MRP, ASN - EDI, etc.
- Knowledge of Kanban system and visual controls.
- Takes pressure well.
- Takes ownership and responsibility.
- Organization skills.
- Detail oriented.
- Knowledge and experience for shipping and receiving.
- Strong analytical skills.
- Ability to train others.
- Must be able to travel to customer and suppliers as required, both day and overnight.

### **Education & Experience**

- Bachelor Degree in a related field of study is highly preferred. Equivalent related job experience may be considered.
- Experience in material and/or production control planning.
- Experience in manufacturing and production control processes and procedures.
- Experience in material handling, work sampling, time studies, etc.
- Experience in transportation and logistics.
- Computer experience.

### **Language Ability:**

Ability to read and develop procedures and process guidelines.

### **Math Ability:**

Ability to calculate figures and amounts using whole numbers and decimals.

### **Reasoning Ability:**

Ability to recognize and define problems, collect data, and develop conclusions. Ability to read and follow work instructions, procedures and policies.

### **Computer Skills:**

Must have Ability to operate computerized equipment and perform data entry.

### **Certificates and Licenses:**

Must be able to obtain a forklift operator's certification.

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

### **Work Environment:**

This position is required to work in manufacturing and office environment facility. While performing the duties of this job, the employee is often 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 in the

facility. This position also performs work in an office environment and is exposed to office equipment. This position is specifically responsible for the safe operation of motorized equipment such as tow motors, scissor lift, etc.

**Physical Demands:** See Physical Demands Description