

Walbro LLC

JOB POSTING

Posting Number 19-051
Dates Posted 08/09/2019 – 12/31/2019
Position Title Production Control Coordinator
Grade Level E7
Position Reports to Master Scheduler
Department, Location Supply Chain Management, Cass City MI

Job Summary

Production Control Coordinator is responsible for prioritizing the schedule for operations to maximize production plans while maximizing production up time, reducing set ups, and maintaining OTD service levels. In addition, this position will improve and streamline communication between Production and Planning.

Duties and Requirements of the Job

- Assist in production activity control to meet business and financial objectives.
- Work with Managers to plan and manage production tasks to improve runtime.
- Review production plans to identify and report potential risks to Manager.
- Develop inventory control techniques to avoid shortages and excesses.
- Assist in processing customer orders and shipments according to the established schedule.
- Assist Managers in controlling production costs while maintaining the quality standards.
- Review job orders and accordingly establish priorities and schedules.
- Monitor execution of job orders and adjust schedules for timely delivery.
- Maintain up-to-date knowledge on company objectives, production strategies and support activities.
- Plan and monitor material movement in production cycles to ensure continuous operations.
- Plan equipment, material and man-power needs for job order.
- Coordinate with Manager in resolving production planning and control issues.
- Work with Manager to prepare job order documents and give timely approvals.
- Work with cross-functional teams to complete job orders on-time and within customer specifications.
- Communicate production updates to Managers and customers on regular basis.

Required Training, Knowledge and Experience

- High School diploma or equivalent (GED); Associate's or Bachelor's Degree preferred
- Experience with purchasing, expediting, MRP/ ERP systems
- Experience with quality/continuous improvement initiatives, manufacturing safety practices
- Good computer skills -- MS Office applications.
- 1-3 years of experience in a manufacturing environment.

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