

The **Production Control Coordinator** will be a member of the Production Control team in our precision metal fabrication facility supporting the aerospace and defense industries. We are looking for someone with a background in production control with strong computer skills.

#### **JOB RESPONSIBILITIES:**

- Work closely with production management to schedule and prioritize production jobs according to deadlines and resource availability.
- Work on customers' production schedules through customer portal or ERP system.
- Respond to customer delivery inquiries.
- Provide updates to the production group for proper order planning and processing
- Communicate frequently with production, management and customer service regarding status of orders or projects.
- Establishes and maintains positive working relationships with all customers (internal and external).
- Other duties as assigned

#### **QUALIFICATIONS:**

- Associate Degree or High School Diploma with 3-5 years' experience in production control.
- Minimum three (3) years' experience in production planning environment
- 1-3 years' experience working with an ERP system, M2M preferred.
- APICS certification a plus
- Strong computer knowledge to include MSWord, MS Excel, MS Outlook and production ERP systems.
- Blueprint reading ability is a plus
- Demonstrated aptitude for tracking changes in data and analyzing data to make recommendations.
- Understanding of inventory control
- Enthusiasm for working 'hands-on' in a manufacturing environment.
- Excellent verbal and written communication skills.
- Reporting and data presentation skills.
- Team player

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

#### **COMPANY BENEFITS:**

- 401K with company match
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Short & Long Term Disability Insurance
- Health Savings Account and Flexible Spending Account
- Paid Vacation Time

EOE, including disability and veteran