

Job Description

Position:	Production Control Assistant
Reports to:	Production Control Manager

Job Summary

Responsible for issuing and tracking work orders, ensuring that required material is supplied to the production floor, as according to the production schedule. Other responsibilities include expediting and prioritizing work order.

Duties & Responsibilities

- Ensure required materials are supplied in accordance with the production schedule.
- Interface with manufacturing and purchasing personnel, on material status and production planning issues.
- Track, expedite and prioritize material needs.
- Create a priority list for the Quality Department on shipments. Communicate and inform account managers when product is ready to ship or is in WIP.
- Prepare manufacturing orders for production. This includes retrieving from the PDM: production prints with the latest revision level, set-up sheets, packaging pictures and having it put together Ready for stockroom pick.
- Release sales orders in SAP for the shipping department.
- Create new manufacturing orders in SAP when Production Manager is not available.
- Close manufacturing orders. Check material consumption, scrap, and confirm planned hours versus scheduled hours. Report discrepancies.
- Process engineering work orders. Scan, copy, and file reports. Add new information to Set-Up Sheet when production is complete with job.
- Take pictures of solenoid and components in stock and download to SAP.
- Create new packaging pictures for any new part numbers or edit existing document pictures.

Qualifications

- Good verbal and written communication skills.
- Good interpersonal and customer service skills.
- Good organizational skills and attention to detail.
- Good time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.

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.

Direct Reports

- None