



Job Description – Purchasing/Production Control Coordinator

Job Title: Purchasing/Production Control Coordinator
Reports To: Plant Manager
Direct Reports: None
Location: Worcester
Prepared by: Paula Butler/kjs
Approved by:
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Job Summary:

Plan and purchase materials, oversee material flow, and all aspects of inventory control functions, including stockroom, planning, and material expediting for the Columbus and Worcester plants. Responsible for issuing and tracking work orders, ensuring that required material is supplied to the production floor, as according to the production planning schedule. This position is also responsible for expediting and prioritizing work orders.

This position is involved in the pre-production (planning) stage as well as the production (control and supervision) stage. A large part of the job is dealing with people management.

Responsibilities:

- Evaluate & qualify vendors, initiate quotation process, develop and improve supplier relationships and performance.
 - Set and achieve an annual purchase materials savings budget.
- Prepare and process requisitions and purchase orders (PO's) for supplies and equipment.
 - Review PO claims and contracts for conformance to company policy.
- Plan and manage production schedules to ensure 100% on-time delivery of customer orders.
 - Plan out Lead Times and Work Orders for sub-assemblies built internally and outsourced externally.
 - Maintain an active knowledge of all work in process (WIP) to ensure timely completion.
 - Interface with manufacturing personnel.
- Analyze sales order releases with respect to capacity planning and material requirements.
 - Maintain adequate levels of stocked and controlled components to meet anticipated production demand, adjusting order review points to minimize shortages or overages.
 - Take ownership of all material planning related processes and procedure documentation.

- Oversee and coordinate inventory accuracy in conjunction with Accounting through cycle counting, appropriate inventory transactions, and annual physical inventory counts.
- This role has shared responsibility with the Plant Manager to open/close down the Plant on alternate or scheduled days on a weekly basis.
- Other duties as assigned

Backup for Plant Manager - time off coverage

Manage shift employees and oversee production: machining, welding, coiling/winding, electrical systems and testing, and assembly in a heavy industrial union plant. Full Profit & Loss responsibilities for the plant along with Safety, Quality, Delivery, Cost, and Cash metric accountability.

Qualifications Required:

- 10-year experience in the field of purchasing and production control in a metal working and electrical assembly manufacturing environment. Shop floor control experience a must.
 - Ability to understand engineering documents: Bill of Materials (BOM's), Drawings, Change Orders and procedures.
 - Mastery of plant purchasing for production and Maintenance, Repair & Operations (MRO) expediting, quality/continuous improvement initiatives, manufacturing safety practices and typical ERP (i.e., Macola or similar manufacturing software) and MS Office applications.
 - Lean manufacturing background preferred.
 - Union knowledge a plus
 - Demonstrated organizational, communication, time management, and problem solving skills.
 - High level of energy with an inherent drive to embrace challenges and continuous improvement.
 - Comfortable working in a small firm where you need to wear many hats.
 - Work well with executive management as well as those that are in the trenches.

Working Conditions:

- Heavy industrial manufacturing shop floor environment
- Schedule varies on plant production