

OPERATIONS ADMIN

DEPARTMENT: FABRICATION

Organization: This position reports to the Operations Manager

Summary: This position schedules builds and reworks in the Fabrication Department according to customer demand, ensuring they are scheduled in time to ship. Checks for the most up-to-date engineering prints and or work instructions. Gathers and creates reports for Receiving, Shipping, Fabrication, Warranty and Quality

Responsibilities:

- Accurately schedule work orders and track completion of all work order builds.
- Printing work orders and work instructions for builds
- Enter labor rates for FAB
- Communicate needs of FAB to appropriate personnel
- Review Daily Work Order Audit Detail report to find discrepancies between builds
- Determine daily productivity based on prior days builds.
- Organizing the days expected production.
- Accurate reporting of production time and down time.
- Ensure Bill of Materials match the engineering print and or work instructions.
- Compile and organize reporting for other operational departments.
- Write Work Instructions for FAB.
- Be able to create flow charts and process mapping.
- Produce and monitor various productivity reporting for Operations
- Cross-trained on various support roles within Warehousing and Operations.
- Miscellaneous – any other relevant request made by the manager.

Qualifications:

Education: High School graduate or GED and must be at least 18 years of age.
Experience: Production administration 3 year experience preferred.
JDEdwards (preferred) or other WMS system experience.

Knowledge / Skills:

- Must be detail oriented.
- Must be able to meet or exceed deadlines.
- Must be able to multi-task.
- Must be able to read and comprehend engineering prints and work instructions.
- Must be able to effectively communicate to Warehousing Manager.
- Must be able to lift up to 40 lbs.
- Must be able to utilize hand and power tools
- Must be proficient with Microsoft Office and Excel
- Needs an understanding of Microsoft Access

LAST REVISED DATE: 9/02/14
ISSUED BY: Kurt M Wood