



Production Control Specialist Job Description

Reports To: Manager	Department: Production Control
Classification: Exempt	Date: 6/20/08

SUMMARY:

The Production Control Specialist will administer controls of Production Control Operations and build teamwork to drive continuous improvement of scheduling and sequencing processes, control and handling of inventories, on-time delivery and cost.

Responsibilities include planning and coordinating the resources and activities required to produce quality products for our customers at the specified times. The position also participates in the establishment of systems, procedures and standards in order to continually exceed customer rising expectations, by determining needed improvements that ensure a very high degree of capability and maximizes productivity and efficiency.

ESSENTIAL FUNCTIONS:

- Leads in the administration of controls in PC Operations.
- Drives continuous improvement of scheduling and sequencing processes.
- Establishes and monitors metrics for system performance management.
- Prioritizes and sequences work, executing work plans and implementing controls.
- Coordinates, and expedites the flow of work and materials.
- Reports activity results and provides feedback on performance.
- Compiles reports on progress of work, inventory levels, costs, and production problems.
- Develops techniques for establishing and controlling scheduling processes.
- Develops and executes continuous improvement plans for the control and handling of inventories.
- Plans and coordinates material flow from internal and external suppliers to and from facility.
- Performs administrative activities.
- Other duties as assigned.

NON-ESSENTIAL FUNCTIONS:

Current information and techniques of management information systems and operations. Statistics, research, and reporting methods.

KNOWLEDGE, SKILLS, AND ABILITIES:



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- Deal effectively with complex and sensitive issues.
- Ability to think in the abstract and see how changes in conditions, operations, and the environment will affect outcomes.
- On a continuous basis, analyze technical reports; interpret and evaluate staff reports.
- Communicate effectively, clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

SUPERVISORY RESPONSIBILITIES:

N/A

WORKING CONDITIONS:

Ability to sit and work on a computer for extensive periods of time is required. While performing the duties of the job the employee is frequently required to sit, talk, see, and hear.

Administration is a typical office environment with a moderate noise level, however occasionally this position will require the employee to visit the manufacturing environment with a high noise level that may require hearing protection.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. However, we prefer the following.

- Bachelor's degree
- Recent automotive management systems experience.
- Three years of direct experience in production control.
- Require proficiency with Microsoft Office computer applications including (Excel, Word, and Access).
- Toyota automotive supplier experience preferred.
- Metal stamping experience.
- Familiarity with 5S activity.
- APICS Certification preferred.

Approved By:		Approval Date:	
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