

JOB DESCRIPTION

Title:	Production Expeditor		
Classification:	Full Time	# of hrs.:	40/wk
Department:	Production		
Supervisor:	Director of Manufacturing		

Summary of Duties and Responsibilities: The duties of The Production Expeditor include but are not limited to:

Essential Duties of the Job:

Essential Duties.

- Maximize efficiency at each work center by moving finished goods out of and work in process into each work center.
- Must be able to think ahead to the next step in the manufacturing process and anticipate future needs at each work center.
- Expedite any projects on the production floor where necessary.
- Maintain accurate work orders and ensure that all projects on the production floor are accompanied by work orders. Work orders must reflect the work centers required for each job.
- Work with Quality Control and Production Leads in regard to rework and rejected product in order to quickly act on any potentially late projects.
- Report to Director of Manufacturing any equipment that is inoperable or in need of maintenance.
- Operate forklift and pallet jacks as required.
- Communicate to purchasing any material issues that may arise through the course of production.
- Support production through the manufacturing process as required.
- Work with production leads to quickly get each project moved along.
- Utilize previously prepared programs and assigned tooling to complete each job.
- Ability to clock into and out of each job and computer terminals throughout shop.
- Ability to read work order instructions and carry out directions as necessary.
- Work in an efficient and timely manner, multitasking where necessary.
- Communicate with programming any issues or additional requirements needed.
- Keep work area, including top of machines and floor clean at all times.
- Work with Material Handler to make sure material for each job is on schedule and in the proper location.
- Identify areas for process improvement, cost and waste reduction.

Other Functions:

- Other duties as assigned by management.

Required Experience:

- Punctual
- Able to work with minimum supervision
- Computer literate
- Excellent organizational skills
- Able to multi-task in a fast paced environment
- Sense of urgency
- Positive Attitude
- Mechanical aptitude

