



## JOB DESCRIPTION

**Title:** Production Control Assistant

**Date:** January 1, 2025

**Classification:** Hourly

**Reports to:** Vice President of Finance & CEO

### JOB SUMMARY:

Coordinates workflow within the various departments to expedite production. Process and input all new orders as they are received from BOM Department.

### FUNCTIONS TO BE PERFORMED:

- Process new orders as they are received from the BOM department.
  - Print single level bill of material and inventory control module reports
  - Check for standard routing
  - Copy material & routing over in shop floor
  - Correct BOM's as required (i.e., raw material vs. finished manufactured part)
  - Ensure due dates match between customer order entry, master schedule & shop floor
- Set up new work orders for manufactured assemblies (make sure there is standard routing & material structured) & input orders for labor capture.
- Set up new work orders for subparts of manufactured assemblies & input orders for labor capture.
- Advise BOM department on necessary material and labor estimate corrections.
- Print the boiler pick list from shop floor & distribute work orders to shop by department.
- Perform miscellaneous other departmental duties as deemed necessary by the supervisor.
- After work orders are completed in the shop & returned to Production Control
  - Verify the quantity made and material used
  - If correct as initially issued post material & receive parts into inventory
  - Make other changes as required (i.e., quantity and/or material substitutions) and close the order.

### PHYSICAL AND MENTAL REQUIREMENTS:

- Must be able to prioritize work
- Strong verbal, writing, communication, and presentation skills
- Strong organizational skills
- Must be capable of following verbal and/or written instructions
- Must be thorough and accurate on all reports
- Must be able to handle large volumes of paperwork
- Must be comfortable with computers and Microsoft products (Excel)
- Strong cost and cost management understanding
- Strong understanding of physical inventory accounting and ERP systems