

POSITION: Manufacturing Coordinator
LOCATION: Houghton, Michigan
CLASSIFICATION: Exempt
REPORTS TO: Production Manager

Position Description

The Manufacturing Coordinator will monitor and plan the manufacturing schedule and improve processes along with identifying opportunities for improvements. This position requires the ability to quickly analyze information, capacity plan, identify areas for efficiency improvement and create solutions to meet the production schedule.

Principal Accountabilities

- Work with the Master Scheduler to create the production build schedule
- Monthly capacity planning and schedule review for all assembly lines
- Participate and manage production material review meetings and attend engineering open action meetings
- Implement and drive Lean Manufacturing philosophies within each of the work centers
- Identify opportunities for process improvement in quality, cost and efficiency on the manufacturing process
- Develop tools, implement designs, integrate machinery, equipment, or computer technologies to ensure effective manufacturing processes
- Encourage, motivate and work closely with the Production Supervisors to set clear expectations and monitor production line performance
- Research and recommend technical design or process changes to improve efficiency, quality, or performance
- Liaison between Production Manager and the Production team to coordinate resource alignment
- Act as the touchpoint for others with ideas for process improvements within Production & Shipping
- Create process flow maps and standard work instructions
- Obtain all relevant information in order to identify opportunities to improve processes
- Participate as a member of cross-functional teams for product development implementation
- Work with suppliers to design jigs and fixtures for new products
- Monitor specific work cell procedures to identify methods that decrease time and build quality into the process
- Develop concepts and drawings that suppliers can utilize to produce manufactured components
- Work within all Company Safety Rules and Policies

Attributes

- Excellent communication skills – verbal and written with attention to documentation detail
- Ability to solve problems and deal with a variety of variables in situations where only limited standardization exists
- Ability to analyze information and evaluating results to choose the best solution and solve problems
- Strong technical, written, verbal, organizational skills and have the
- Ability to operate effectively in our detail oriented environment
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Must have the ability to interpret and visualize abstract ideas and develop structured plans for implementation
- Self-motivated and capable of identifying areas where process improvements are needed
- Flexible and maintain a positive attitude in high-pressure situations
- Willing to change focus quickly in order to meet business needs
- Must be comfortable and capable with implementing a customer-focused process

Education/Experience

- High school diploma or equivalent required; Bachelor's degree and/or equivalent experience preferred



- 3-5 years manufacturing experience preferred
- Strong Excel Skills along with all Microsoft Office applications required
- 2-3 years of manufacturing planning preferred
- 1-3 years of supervisory experience preferred
- Knowledge of Somero equipment preferred
- Strong mechanical background preferred
- Knowledge of the practical application of engineering science and technology preferred
- Knowledge of raw materials, production processes, quality control, costs and other techniques for maximizing the effective manufacture and distribution of goods preferred

Working Conditions

- Ability to work extended hours as business needs dictate
- Ability to obtain forklift and overhead crane certification
- Ability to regularly lift up to 50 pounds while follow appropriate safety procedures
- Frequently remain in a stationary position such as standing
- Foot Protection (i.e. Steel or Composite Toe Boots) required
- Periodic domestic and international overnight travel required

Job Description Acknowledgement: I have received, reviewed and discussed any questions I may have had about this job description prior to signing this form.

Printed Name: _____

Signature: _____

Date: _____