

<b>POSITION TITLE:</b>	<b>Production Control Coordinator</b>	<b>DATE ISSUED:</b>	<b>2/1/21</b>
<b>REPORTS TO:</b>	<b>Plant Manager</b>	<b>DATE REVISED:</b>	<b>2/1/21</b>

## **POSITION SUMMARY:**

The Production Control Coordinator reports to the Plant Manager and is responsible for planning, directing, and monitoring all activities of production. They are to ensure that all jobs and contracts are completed accurately, on time, within budget and with a high degree of quality.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintain a safe working environment including the use of Personal Protection Equipment (PPE) and compliance to all safety rules and established procedures.
- Responsible for day-to-day plant safety and the observance of local, state, and federal rules and regulations as they are related to manufacturing activities.
- Preside and provide direction over a safety team comprised of shop floor team members. Lead monthly meeting.
- Attend monthly county sponsored Safety Council meetings.
- Provide leadership, direction, and follow-up with the with various Production teams.
- Embrace and nurture continuous improvement that results in process savings and reduction of operating costs of all types.
- Authorized to initiate action to prevent the occurrence of any non-conformities relating to product, process, and quality systems.
- Planning, organizing, directing, and running optimum day-to-day operations to exceed our customers' expectations.
- Authority to hire, suspend, promote, demote, or discipline those key individuals reporting to this position.
- Responsibility for production output, product quality and on-time shipping
- Work with team leaders to maintain constant workflow in all production areas.
- Work with 5S management team and other team members to develop, implement & maintain 5S process for various production areas.
- Provide a positive work environment and encourage team member feedback.
- Any other duties as delegated.

## **JOB QUALIFICATION REQUIREMENTS:**

- Minimum of 5 years of managerial experience in manufacturing preferred
- Positive attitude and team player
- Excellent communication skills

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- Ability to manage team members and schedule workload as needed.
- Knowledgeable of Microsoft Office

**WORKING CONDITIONS:**

- Normal office and shop floor environment.
- Compliance is required regarding all Safety, PPE, and Quality requirements.

**TO APPLY:** Email resume to Tom at [theitmeyer@remlingermfg.com](mailto:theitmeyer@remlingermfg.com)