

### **Purpose/Description**

Plan & Facilitate production & purchase of needed materials to satisfy packaging and sales order requirements in a cost / time effective manner.

### **Education and Experience**

Bachelor's degree in Logistics, Supply Chain Management or Operations Management preferred

### **Hours**

Recommended hourly commitment of 7:30 – 5:00 with a half hour lunch, Monday – Friday (45 hours per week)

- Knowledge of general math and special calculations and their applications
- Effective use of ERP System
- Communicates effectively with other departments to ensure coordination of efforts in a timely manner
- Ability to coach and motivate, inspire trust and open communication
- Leads by example in compliance to Safety, Quality, and 5S requirements.
- Willingness to continue personal and professional development
- Requires meeting strict deadlines working with others in a team environment
- Maintains an organized & clean work area
- Publish work orders or production schedules
- Plan sequences of operations
- Identify optimal run quantities and stocking levels to ensure EOQ and smooth production efforts & transitions that remain in line with organizational inventory metrics
- Ensure even pace of production effort & purchasing that minimizes changeovers and other non-productive activity
- Identify & recommend improved production approaches whenever possible
- Provide written instructions or other documentation needed for the efficient flow of product
- Reference & provide appropriate written instructions, prints, samples, gauges, and quality check sheets for product being produced
- Operate forklifts or other material handling equipment as needed
- Requires the ability to lift 40 lbs. (80 lbs. or greater team lifts)
- Key performers must perform other duties as assigned to assure the success of the team