



**TITLE:** Production Support Coordinator

**DEPARTMENT:** Factory

**REPORTS TO:** Factory Foreman

**COMPENSATION:** Competitive wages based on experience

**BENEFITS:** Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

### **General Responsibilities:**

Support factory production by completing various activities related to job paperwork, cycle counting, inventory transactions and material handling in accordance with established schedules, priorities and processes.

### **Specific Duties:**

- Issue material for picked jobs in Syteline
- Complete daily cycle counts and corresponding Syteline transactions
- Complete root cause investigation for all counts with discrepancies
- Document cycle count and root cause determination information in an Inventory Adjustment Report
- Work with Factory Foreman to identify and map storage locations for existing and new components
- Complete additional reports related to production and inventory as directed
- Maintain a neat, clean and organized workplace

### **Minimum Requirements:**

- Associates degree in business or related manufacturing field or 5 years inventory experience
- Knowledge of general manufacturing process
- Computer knowledge of Microsoft Windows, Word, Excel and other computer programs
- Good communication skills.
- ERP experience
- Syteline experience a plus
- Ability to lift 50 pounds
- Ability to move about the office and factory work stations

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