

Job Title – Production Coordinator

Location – Garfield, NJ

Position Type – Full Time

Reporting To: Production Manager

This position is responsible for developing the strategy and guidance to manage the schedule of materials and product assembly in conformance with company policies, procedures and adherence to quality standards. The Production Coordinator will be responsible for scheduling production and maintaining inventory to fulfill customer orders.

RESPONSIBILITIES:

- Manage the production schedule process ensuring adherence to Company policies and procedures.
- Manage the inventory of materials required to fulfill the open customer order list.
- Develop and maintain material supply chain schedule for production manager.
- Create and maintain production schedules and pursue opportunities to increase efficiencies and reduce costs.
- Submit timely production reports to Director of Operations.
- Maintain, update and add new information into the company ERP system.
- Understand global supply chain key controls to ensure compliance with the Company's supply chain policies, procedures and internal/external audit procedures.

PERFORMANCE METRICS:

- Maintains daily communication with sales team regarding customer order status.
- Establishes clear and measurable objectives and actions for production metrics.
- Must be self-motivated and able to independently manage various activities with minimal supervision.
- Maintains detailed production records on an on-going basis and provides additional written detail on important customer order developments or feedback by request. This includes providing weekly updates on production on-time delivery performance.
- Participate professionally and freely with senior management on the business development and planning process. Proactively participate in key planning discussions.

Travel Expectations

- Some International travel may be required.

MINIMUM QUALIFICATIONS:

- BS degree or equivalent industry work experience required.
- 2-5 Years general experience in production scheduling.
- Computer skills – computer literate with strong analytical skills.
- Demonstrated work history with successful advancement.
- Excellent presentation and written communication skills.
- Ability to speak and read Mandarin Chinese preferred.