

Production Coordinator



Long-established, growing metal fabrication company in Northwest Baltimore seeks a well-rounded and experienced Production Coordinator. The Production Coordinator is responsible for processing and converting sales quotes into active jobs, as well as ensuring that required material is ordered and supplied to the production floor, as according to the production schedule. The person in this role is expected to continuously seek out new methods to optimize procedures and processes for efficiency. Wingard and Company supplies stampings and components for a large variety of customers with a special focus on aerospace and electrical motor industries and is AS9100C certified.

www.hydroblanking.com

Immediate need- First Shift- Monday through Friday

The duties performed include, but are not limited to the following:

- Utilizing JobBoss software program, process & convert sales quotes into active jobs.
- Determine project material requirements and current inventory status of materials. Order materials and manage vendor performance.
- Monitor the status of materials by maintaining inventory logs and coordinate cycle counting.
- Receive and pick materials for jobs, as required.
- Interface with manufacturing personnel, Sales personnel, etc. on material status and production planning issues.
- Update Press Production plan daily and production meeting sheets weekly.
- Update Master Travelers in database as needed.
- Coordinate production activities with the Plant Manager and other departmental managers to ensure jobs are completed in a timely and cost effective manner.
- Communicate personnel, production, and quality issues to Plant Manager.
- Notify Sales of any scheduling concerns as soon as recognized.
- Maintain required paperwork for traceability and AS9100C requirements.
- May serve as backup to the Shipping Coordinator, as needed.
- Follow proper safety procedures and wear required protective equipment.

Job Requirements:

- Proficient with Microsoft Excel and good math skills.
- Experience with utilizing an ERP; JobBoss experience highly preferred.
- Minimum of two years of experience in a similar position in a manufacturing environment.
- Experience with purchasing, expediting, quality/continuous improvement initiatives, manufacturing safety practices.
- Ability to multitask and attention to detail a must.
- Good verbal and written communication skills. Proven track record for attendance, problem-solving skills, and working independently.

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- Ability to read blueprints and other technical documents preferred.
- Ability to use and understand precision measuring tools and equipment preferred.
- Ability to focus for extended periods of time.
- Ability to lift, push, and/or pull up to 30 lbs.

Benefits: Competitive hourly rate plus bonus potential. Company benefits include health/dental/ vision/short term disability/group life, 401k, vacation and holiday pay and employer paid life insurance and long term disability.