

Job Opening Summary

Position: Production Control Coordinator
Department: Production Control
Reports to: Production Manager

General Responsibilities Outline

- With an in-depth understanding of the optics production process, apply the most efficient methods for scheduling on-time production.
- Maintain 95% on-time delivery.
- Work with all production departments to coordinate and manage job progress. Communicate status updates to the Production Manager and/or Sales Dept.
- Constantly push to provide shorter delivery times.
- Coordinate with department leaders and engineers to ensure timely completion of job quotations and return of information to the Sales Dept.
- Work with department leaders and engineers to correct production problems and adjust the schedule accordingly to meet budgetary and time constraints.
- Manage in-house material inventory and work with the Sales Dept to keep the proper amount of material on-hand for production needs.
- Monitor and ensure accuracy of inventory and associated reports.
- Coordinate with Shipping/Receiving Clerk to ensure efficient and timely flow of products being shipped out and inventory being taken in.
- Lead weekly production meeting and actively participate in departmental continuous improvement meetings.
- Cross-train to learn other tasks throughout the plant, as needed.

Qualifications

- Bachelor's Degree in emphasis in math or engineering, or alternatively, at least five years of production scheduling experience
- Methodical and detail-oriented
- Organized with ability to multi-task
- Effective written and oral communicator
- Self-motivated and driven
- Ability to work autonomously and as part of a team
- Strong work ethic
- Ability to read and work from technical drawings and instructions
- Knowledge of basic machinery and mechanical drawings
- Proficient in Microsoft Office Suite
- Preferred: Experience in production environment

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Company Profile

Since 1977 PFG Precision Optics has manufactured and coated ultra-high precision optics installed in various types of military and commercial equipment. Industries in which these optics are used include military, test & measurement, semiconductor, imaging, medical and telecommunications.

Company Benefits

PFG offers a competitive benefits package for our full-time employees, including: medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, fitness center reimbursements, paid holidays and paid vacation.

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