Manufacturing/Production Coordinator:

Shelby Co. fabrication and machine shop is looking for a Manufacturing/Production Coordinator with the following experience:...

Candidate shall have the following experience:
Be able to read and understand mechanical drawings and specifications (Metric and English). Knowledge of machining, fabrication and/or CAM programming helpful. Knowledge of Microsoft operating system, Word, Excel, Outlook and AutoCAD. Be able to communicate well with others, and articulate issues verbally or in writing. Must have a general knowledge of Trigonometry and Geometry. Must be well organized and a self starter, under pressure, in a fast pace work environment.

Job Description:
Coordinate Orders, and manage throughout the manufacturing process until shipment. Organize Order documentation/information package(s) and distribute for manufacturing process, this includes but is not limited to, data entry of bill of material and labor routing. Customer Drawing(s), Customer specification(s), Quality Document(s), shop sketches(AutoCAD), photos: in-process and completed components. Communicate with shop supervision during manufacturing process. Communicate with vendor(s) during inquiry and materials purchasing. Shipping and Receiving. Some weekends required.

Please send resume to man.prod.coord.job@gmail.com if interested.