



## JOB DESCRIPTION

### Assistant Staff – Logistics Control

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**Department:** LC  
**FLSA Status:** Non-Exempt

**Job Status:** Full-Time  
**Reports to:** Group Head, PDG

**Date:** July 17, 2018

#### **POSITION SUMMARY**

This position will provide administrative and production control assistance to the Logistics Control Department. Will perform diverse administrative duties within the department and may operate various types of equipment (pallet jack, carts, totes) for the purpose of delivery, moving and removing of raw materials, WIP, finished goods, etc.

#### **ESSENTIAL DUTIES and RESPONSIBILITIES**

- Receives, verifies and signs for all incoming material including MRO.
- Keys receivers by Purchase Order into ERP system and provides documentation to Accounting.
- Receives One Way Kanban and prints daily for all Customers and provides to Material Handling.
- Prints all shipping manifests daily for all Customers and provides to Material Handling.
- Loads Conveyance Kanban into Heijunka post daily according to production schedule.
- Maintains Heijunka post labels monthly with schedule change.
- Monitors Internal Kanban for correct quantities in cycle.
- **Must check and verify Kanban to insure accuracy, and report and troubleshoot abnormal conditions.**
- Responsible for preparation of shipping documents to include Bill of Ladings, packing lists, and labels.
- Responsible for preparing and packaging all Service Unit requirements.
- Monitors Service Unit packaging and informs to Specialists what is needed.
- Prepares small parcels for mailing to include DHL, UPS and Fed Ex while addressing any concerns with the delivery service.
- Sweeping, dusting, and mopping as necessary.
- Will maintain organization within the PC area, and will support various 5S activities.
- Must maintain all ISO-14001 Standards, including procedures and work instructions.
- Maintain a clean, organized and safe work environment (5S); responsible for proper waste disposal (ISO-14001).
- Must possess the ability to perform at required production standards.
- Must be able to work any shift and overtime as needed.
- Other duties as required.

#### **POSITION QUALIFICATIONS**

- Must be supportive of OTICS USA, Inc.'s philosophies and policies.
- Must be self-motivated-ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Must demonstrate a positive attitude.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Must be able to prioritize and handle multiple tasks.
- Must be flexible to adapt to changing conditions.
- Must be patient and able to deal with constant interruptions.
- Must be flexible to adapt to changing conditions.
- Must be willing and able to work in a team environment.
- Must have exceptional interpersonal (behavioral) skills.
- Must have exceptional communication skills (verbal, written, & listening).
- Must have above average reasoning skills.
- Resilient - Ability to recover from, or adjust to, misfortune or setbacks.

- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Ability to read procedures and process guidelines.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Ability to recognize and define problems, collect data, and develop conclusions.
- Ability to read and follow work instructions, procedures and policies.
- Must be able to coordinate multiple tasks in a fast-paced environment.
- Receptive of training and performing functions in multiple areas.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.

## **EDUCATION**

High School Graduate or General Education Degree (GED) required.

## **EXPERIENCE**

Experience in high volume manufacturing in the automotive industry preferred. Requires 1-3 years or experience in data entry/clerical role or similar demonstrable experience. Knowledge of shipping and receiving procedures and documentation is highly preferred. Must be proficient in computer usage and be able to learn other hardware and software applications. Experience in Microsoft Word and Excel is necessary along with strong keyboarding and 10-key calculator skills. Must be able to safely operate motorized equipment. Previous lift truck experience is preferred, but training will be provided.

## **COMPUTER SKILLS**

Ability to operate computerized equipment and other office equipment. Must be able to perform data entry.

## **CERTIFICATES & LICENSES**

No certifications needed.

## **OTHER REQUIREMENTS**

Solid work history and willingness to successfully function in a team environment.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **WORK ENVIRONMENT**

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

## **PHYSICAL DEMANDS – See Physical Demands Description**

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.