

JOB DESCRIPTION
Specialist – Production & Logistics Control
Planning & Development Group



Department: Production & Logistics Control
FLSA Status: Exempt
Job Status: Full-Time
Reports to: Assistant Manager, PLC
Date: November 30, 2008

POSITION SUMMARY:

This position is responsible for providing support to the Production & Logistics Control, Manufacturing, Purchasing, Accounting and other departments as necessary. Ensures 100 % on time delivery to all Customers by maintaining accurate Production Schedules and monitors Raw material to ensure no parts shortages occur on the production lines. Maintains System accuracy for ERP and EDI software and performs Administrative duties as required.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Responsible for all Production Planning.
- Receives Customer EDI daily and translates into Master Schedule.
- Creates monthly Heijunka Schedules based on Customer Master Schedule.
- Monitors Production output to schedule for plan vs actual.
- Monitors raw, wip, and FG inventories to prevent part shortages in a just in time environment with control maintained by Kanban.
- Releases raw material requirements to Overseas Suppliers based on Customer Forecast while maintaining max/min targets.
- Releases raw material requirements by Kanban to Domestic Suppliers based on usage.
- Coordinates shipping schedules for raw material delivery from suppliers.
- Performs cycle counts monthly to verify inventory to perpetual.
- Responsible for creating all Customer Shippers and verifying system accuracy.
- Responsible for sending Customer Advanced Ship Notification and maintaining documentation.
- Provide Finance and Accounting with ASN records.
- May prepare finished goods and other materials for shipping.
- Prepare Kanban, line side storage labels and conveyors for new product.
- Design and procure Internal and Customer packaging.
- Maintain Customer web site for packaging detail.
- Maintain and control of dunnage, including sending and receiving, and washing and storage of returnable dunnage.
- Prepare "RMA" material for return to Suppliers and forward information to Accounting.
- Interface with Customers as necessary.
- 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.
- Maintain a clean, organized and safe work environment; responsible for proper waste disposal.
- Must possess the ability to perform at required production standards.
- **This position will be predominantly assigned to the indicated shift, but 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 capable of maintaining a high level of confidentiality. Also must display the ability to be truthful and be seen as credible in the workplace.

- 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 capable of constant quality work relative to clerical duties.
- 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 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.
- Autonomy - Ability to work independently with minimal supervision.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Resilient - Ability to recover from, or adjust to, misfortune or setbacks.
- 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.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- 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 work on many different projects at one time.
- Requires excellent oral and written communication skills, and ability to work effectively with all levels of employees.
- Willing to adjust hours to meet job needs; ** May be required to work overtime and off shifts as necessary.

Education

Bachelors Degree Desired, Minimum Associates Degree in Related Field.

Experience

Entry level College Grad or experience in high volume manufacturing in the automotive industry. Experience in high volume manufacturing in the automotive industry. Must have a working knowledge of Material Resource Planning and Enterprise Resource Planning.

Computer Skills

Ability to operate computerized equipment is required. Proven 10-key skills. Must be proficient in Excel and Word. Knowledge of bar coding, barcode software, and equipment is highly preferred.

Certificates & Licenses

No certificates required.

Other Requirements

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

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.