

# Expediter: Expeditor I

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Expedites, routes and dispatches material and parts in accordance with production schedules and commitments. Reviews master production schedule to determine possible and actual shortages and alerts proper authorities of potential problems. Generates progress reports on schedule status and keeps records of completed orders. Takes appropriate action to expedite materials such as order damaged material repaired or in-house material transportation. Reports on completion dates, material changes or substitutions, shortages and schedule modifications.

## **Knowledge**

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

## **Supervision Received**

Close supervision involving detailed instructions and constant checking on work performance.

## **Consequence of Errors**

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

## **Contacts**

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

## **Work Products (Examples my include but are not limited to)**

Expedite incoming materials through receiving and quality inspection when required. Perform material pick/staging requirements as directed by the Master Production Schedule. Maintain staging records to ensure tracking of lot and serial numbers. Prepare program shortage reports through the purchasing department and expedite procurement of materials and the manufacture of materials. Ensure the completion of Manufacturing and Material Discrepancy Reports by following up on status and expediting when necessary. Perform material expiration recall and inventory cycle counts on a monthly basis and report to Materials Manager. Monitor material inventories, track progress of production and review factors that affect schedules. Perform data entry for the receiving and issuing of materials in ERP system. Establish and maintain stock locations for all inventory items in ERP system. Request and issue production shop orders, issue charge numbers and release to production floor as directed by production manager/materials manager when requested. Assist in material handling involved in loading and unloading, transporting, and temporary storage of materials, utilizing hoists and forklifts when needed. Understand Process and Procedures of support departments; i.e., Doc Control, Eng, QA.

## **Minimum Education and Experience**

Multi-task and perform well under stress. Proficient use of ERP/MRP software. Must be dependable and punctual. High school diploma or GED equivalent. MS Excel and MS Project experience helpful. Ability to obtain a Secret level clearance. Experience with composite manufacturing or products preferred. Must be a U.S. citizen or Lawful Permanent Resident.