

Expediter: Expeditor II

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

Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.

Supervision Received

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

Consequence of Errors

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

Contacts

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.

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

Must possess good communication skills both written and verbal. Must be dependable and punctual. Must be able to multi-task and perform well under stress. Use of ERP/MRP software. Work from information provided by Supervisor and maintain a close follow up of production activities. Physically pull heavy rolls of materials from the Freezer for kitting purposes. Determine the status of actual production and report to Supervisor. Expediting or scheduling productive operations in conformity with the availability of parts, materials and equipment. Following shortages and delays to their source, and taking such action as may be necessary to facilitate and expedite the production and shipment of company products. Confer with departmental supervision on all phases of production, recommending or initiating action necessary to assure accomplishment of production objectives. Expedite and follow all Mfg. Discrepancy Reports through the system to completion. Request and issue production Shop Orders to the floor when necessary. Issue charge numbers to all production Shop Orders. Act as Production Supervisor when Supervisor is absent. Create and maintain all layup and trim tools in the storage area. Deliver layup and trim tools as necessary for production to each area.

Minimum Education and Experience

High school graduate or equivalent. Production flow knowledge is required (Work Orders, Drawings, Specifications, Expediting, etc.). Production Control knowledge is required. Must be familiar with Personal Computer software (Word, Excel, etc.) Shipping, Receiving and inventory experience is helpful. Must be able to work well with others. Must be able to communicate with all levels of the organization. Must be able to work in cold environments for extended periods of time and be able to lift 25 to 50 pounds frequently.