

Expediter: Expeditor III

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

Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job, and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

Contacts

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

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

Analyze engineering bills of material, Material Requirements Planning detail part schedules to prepare purchase requisitions, manufacturing orders, kit pulls and other releases as required. Monitor vendor commitments on purchase orders where necessary. Develop, maintain and coordinate schedule and shortage sheets. Track and periodically report status to Leader. Analyze and make revisions to orders and schedules as indicated by engineering change notices. Record to and maintain accuracy of Work-In-Process or Inventory Control system. Responsible for tracking the movement of material into and out of assigned areas. May be required to lift and carry parts and assemblies and to use hand operated material handling equipment. Establish priorities based on production schedule criteria for production operations to be performed on available material in assigned work center. Initiate appropriate action to offset schedule slips, material shortages, and obtain authorization for replacement of defective work. Maintain liaison with Engineering, program management and other Production Operation personnel as required to accomplish objectives. Promote and facilitate Lean Thinking and Continuous Improvement.

Minimum Education and Experience

Two years of college in Manufacturing Technology or Business Administration. Six years of directly related experience in production and/or material planning, scheduling and dispatching in a manufacturing environment. Requires the ability to read drawings and indented Bills of Materials.