

Expediter: Sr. Expeditor

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

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

Supervision Received

Minimal supervision. Work may be done without established procedures.

Consequence of Errors

Errors are very difficult to detect and would normally require significant expenditures to resolve.

Contacts

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

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 sheet. 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. Train and direct lower level Planners Expeditors. Provide detailed work in process status to Program Specialist. Status will be utilized to perform Estimate to Complete analysis. Promote and facilitate Lean Thinking and Continuous Improvement.

Minimum Education and Experience

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