

Expediter

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.

Level 1		Level 2		Level 3		Level 4	
Expeditor I		Expeditor II		Expeditor III		Sr. Expeditor	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	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.		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.		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	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
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.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	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.		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.		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.	

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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.	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.		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.		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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	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.		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.		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.	