

Manufacturing Support Specialist: Manufacturing Support Specialist I

Supports production, business and other processes in a team-based manufacturing environment. Performs activities in a variety of cross-functional areas including production planning and control, total quality management, systems, manufacturing, equipment and facilities engineering, material management and process reengineering. The incumbent may facilitate self-directed work teams, provide training in "core skill" areas to teams and peers and interact with internal and external customers with respect to product planning, problem resolution and process improvement. Incumbents are generally experienced in one or more areas of manufacturing operations.

Knowledge

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity following established policies and procedures.

Discretion/Latitude

Work is closely supervised. Follows specific detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with immediate supervisor and other personnel in the section or group.

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

Responsible for the coordination and completion of all operations deliverables defined in the IPD process and customized by the IPD core team. Acts as the task focal point within operations coordinating plans and schedules with all functional departments within operations.

Minimum Education and Experience

1+ years of directly related experience with a Bachelor's Degree in Engineering or a related technical field. Basic MS Word, PowerPoint and Excel skills.