

Product Support & Supply Chain Specialist: Product Support & Supply Chain Specialist II

PRODUCT SUPPORT COORDINATOR: Provides support to the material planning and control function. Prepares and monitors material requisitions and material schedules with production schedules. Maintains engineering specifications and production schedules and plans material movement within purchasing, warehouse and production. Creates and generates reports on material plans and schedules. May use material requirements planning (MRP) systems.

SUPPLY CHAIN SPECIALIST: Reviews manufacturing, enterprise resource planning and other material requirements based on needs of assembly demands, component replenishments, substitute parts/materials, production set-ups and enterprise supplies. Validates and processes part or material requisitions and engineering change orders. Monitors fulfillment of material requirements. Gathers data from cross-functional representatives to resolve schedule or material requirement problems.

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 may 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 manufacturing 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 the 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 & 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. MRP/Enterprise Resource Planning Systems. Manufacturing and Supply Chain Processes. Microsoft Office Tools. Coordination of all end item material activity in compliance with policies, procedures and specifications for respective Process Focus Team.

Minimum Education and Experience

Associates Degree in Supply Chain, Business Administration or a related field plus 0-2 years of experience in OPC or Supply Chain. Minimum 2-3 years of experience working in a manufacturing environment. Must possess good communication skills both written & verbal and be able to communicate well with all levels of the organization. Must be familiar with manufacturing process flow such as work orders, drawings, specifications and expediting. Must possess strong computer skills with working knowledge of MS Word, MS Excel & ERP/MRP system software. Must be able to

work in cold environments for extended periods of time, lift 25-50 lbs. frequently and walk, stand and/or climb ladders on a regular basis. This position may require that the person can apply and pass the required criteria to obtain a security clearance. Knowledge of Lean Manufacturing practices, (Kaizen, Kanban).