***REPORTING RELATIONSHIP & FUNCTIONAL ROLE***

This person reports directly to the Production Manager. The Job Coordinator is primarily responsible for facilitating on-time workflow within a manufacturing environment through the scheduling of manpower and coordination of materials necessary for the repairs and/or assembly.

***REQUIREMENTS & CONDITIONS***

* ***Education:*** High school diploma or equivalent; higher level of education preferred.
* ***Experience:*** 5+ years in production planning, scheduling and/or crew management, 1 or more years of experience using MRP system (*Sage, Odoo, GSS, SAP or others*), 2 or more years of experience in a warehouse, machine shop, mechanical or manufacturing environment and basic understanding of simple mechanics.
* ***Preferred experience:***
* Previous experience scheduler, coordinator, or supervisor
* Previous experience working in a mechanical assembly environment.
* Previous experience working with vendors.
* Previous experience matching labor to specific job requirements
* ***Skills, Knowledge, Abilities:*** Proficient in Microsoft Word, Outlook, and Excel; strong knowledge of job requirement planning; proven ability to work well with others, especially under stressful situations.
* ***Character Traits:*** 
  + Team oriented and spirited
  + Dependable, high integrity
  + Strong interpersonal communication skills (both written and oral)
  + Organized and able to handle multiple assignments with strict deadlines
* ***Physical Requirements:*** Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending.
* ***Working Conditions/Environment:*** Office and shop conditions (no central heat or air condition in the shop); some outdoor work required.

***RESPONSIBILITIES AND JOB DUTIES***

***Responsibilities:***

* Maintain jobs pertaining to repairs, production, field service, and exchanges.
* Work closely with Service Center Foreman to schedule jobs.
* Work closely with Purchasing, Expediting and Suppliers to ensure timely and often expedited/rush delivery parts needed for jobs.
* Establish and maintain a communicative, coordinated, and cooperative relationship with the other departments in the organization as well as with customers.
* Develop detailed job costing and maintain bill of materials to ensure consistent pricing and delivering required margins set forth in CFI policy.
* Schedule daily jobs, projects and assign appropriate technicians.
* Monitor efficiency of jobs, projects and repairs and course correct as needed.
* Ensure all projects are delivered on time and within budget.
* Provide impeccable customer service to both internal and external customers.
* Establish and maintain a communicative, coordinated, and cooperative relationship with the other departments.
* Create, maintain and finalize jobs in MRP.
* Maintain production and repairs schedule.
* Develop and submit customer quotes as needed.
* Liaison between Sales, customer, and Service Center Technicians

***Administrative/General:***

* Responsible for maintaining jobs pertaining to repairs, production, field service, and exchanges.
* Work closely with Service Center Foreman to schedule jobs.
* Work closely with Purchasing, Expediting and Suppliers to ensure timely and often expedited/rush delivery parts needed for jobs
* Establish and maintain a communicative, coordinated, and cooperative relationship with the other departments in the organization as well as with customers

Reviewed and Accepted by:

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_