

**Winslow Automation, Inc. / SIX SIGMA**, an industry leader in electronic component soldering and other packaging services, is seeking a creative, mechanically inclined and quality conscious individual to join our team in Milpitas, CA.

We are currently hiring a **Production Control Clerk** for Day Shift (9am-6pm).

**Primary Responsibilities:**

- Works with the PC Coordinator(s) to:
  - Schedule, track, and expedite orders through production and manufacturing
  - Ensure schedules are followed
  - Maintain the priority lists including verifying lot status in the database and lots/orders are on the correct shelf
  - Release lots or orders after a disposition has been approved
  - Coordinate with appropriate personnel to meet the delivery schedule
  - Ensure WIP materials and supplies are available
  - Kit materials and tooling as needed
  - Maintain the shortage list
- Checks inventory and notifies the PC Coordinator(s) to generate purchase requisitions for materials
- Ensures PC's inventory is accurate
- Escalates delinquent or problematic orders to the PC Coordinator(s) as needed
- Protects company proprietary information
- Maintains and continuously improves competence by reading, training, and education
- Any other responsibilities that your supervisor may assign to you as needed by the organization

**General Requirements:**

- High School Diploma; AA or AS Degree Preferred
- Minimum of 5-years work experience in a related position or industry
- Required to be a US Person (i.e., citizen, permanent resident, refugee)
- Good oral and written communication skills in English
- Good planning, tracking, and organization skills
- Multi-tasking and coping skills for working in a high pressure, quick-turn environment
- Detail-oriented with a focus on accuracy, and a "do it right the first time" attitude
- Ability to follow verbal and written directions accurately, thoroughly, and completely
- Ability to read, comprehend, and execute work instructions
- Safety-conscious, dependable, adaptable, diligent, quick-learner, self-motivated (takes initiative), and well organized
- Intermediate computer skills in MS Office (Word, Excel, Access and Outlook) and Windows a plus
- Data entry at 35 wpm a plus
- Multilingual a plus

**Physical Attributes Required:**

- Sitting, standing, walking, and computer use up to 8 hours/day
- Physical ability to bend/stoop routinely

**This position requires handling of product or information which is subject to ITAR regulations. Applicants must be either a U.S. citizen, U.S. Permanent Resident (i.e. a Green Card Holder), Political Asylee, or Refugee.**