

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 Coordinator** for Split Shift (12pm-8:30pm).

Position: Production Control Coordinator

Job Responsibilities:

- Schedules, tracks, and expedites orders through production and manufacturing
- Schedules manpower to process parts or manufacture orders
- Schedules equipment for processing parts, Engineering requests, and Maintenance PMs
- Ensures that efficiency is maximized when scheduling labor and equipment
- Checks inventory and/or generates purchase requisitions for materials
- Generates purchase requisitions for outside subcontractor service and works with Purchasing on the delivery schedule
- Determines and enters delivery/due dates in the databases
- Maintains the priority lists including verifying that the lot status in the database is correct
- Follows-up with appropriate personnel to release any lots or orders on hold
- Coordinates with appropriate personnel to meet the delivery schedule
- Ensures WIP materials and supplies are available
- Kits materials and tooling as needed
- Maintains the shortage list
- Serves as the Tray Coordinator which includes
 - Ensuring proper in-process and shipping trays are available
 - Maintaining the tray storage racks
- Escalates delinquent orders as needed
- Protect company proprietary information
- Maintain and continuously improve competence by reading, training, and education
- Any other responsibilities that your supervisor may assign to you as needed by the organization

General Requirements:

- AA or AS degree
- Minimum of 5-years' work experience in a related position or industry
- Required to be a US Person (i.e., citizen, permanent resident, refugee)
- Strong oral and written communication skills in English
- Exceptional 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
- Data entry at 35 wpm (with 99% accuracy and ten key by touch preferred)
- Intermediate computer skills in MS Office (Word, Excel, Access and Outlook) and Windows, MS Explorer (internet)

- Ability to schedule, coordinate, and lead meetings
- Ability to train small groups or individuals
- Safety-conscious, dependable, adaptable, diligent, quick-learner, self-motivated (takes initiative), and well organized
- Multilingual a plus

Physical Attributes Required:

- Sitting, standing, walking, and computer and/or phone use up to 8 hours/day

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.