

**Job title:** Production Specialist  
**Department:** Production Specialist

**FLSA status:** Non-Exempt, Fulltime  
**Reports to:** Assistant Production Manager

**Position summary:** The Production Specialist is responsible for supporting the Production Department in the role of managing material inventory and production schedules. The Production Specialist prepares and maintains status reports related to production rates and progress, material inventories, materials used, and purchase orders.

**General purpose:** The Production Specialist will provide specific information to the Production Management team related to inventories and production control plans; providing the input and coordination for meeting production schedules.

**Role qualifications:**

- A Bachelor Degree preferred
- One to two years of production planning experience in a manufacturing environment preferred
- Experience working in the automotive or steel industry preferred

**Position responsibilities:**

- Assisting with the day-to-day efficient operation of the company
- Identify problems and review related information to develop and evaluate options and implement solutions
- Analyze production processes and schedules to identify opportunities for improving coordination of production, quality and shipping
- Establish and focus on priorities, assigned workloads and difficult and complex assignments amidst frequent interruptions
- Confer with Production Management to assess progress towards production schedules and access the need for changes to made that could result from the environmental assessment
- Compile and prepare documentation related to production schedules
- Upon approval distribute/communicate production schedules and work orders to appropriate Team Members
- Provide business support in the purchase of materials and services
- Provide backup support to the Production Management Team
- Prepare reports as needed
- Verify inventories as needed
- Attend and participate in Department and Company meetings
- Interface with the SAP database and maintain accurate and up to date information within the system

**Essential skills and experience:**

- Effective oral and written communication skills.
- Excellent interpersonal skills.
- Able to exhibit a high level of confidentiality.
- Must be able to identify and resolve problems in a timely manner.
- Must be able to gather and analyze information skillfully.



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**Nonessential skills and experience:**

- Skills in database management and record keeping
- Excellent organizational skills.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.

**Reporting to this position:** None

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by a Team member to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- **Work environment:** While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

**General sign-off:** The Team Member is expected to adhere to all company policies.

I have read and understand this explanation and job description.

Signature:

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Date:

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