

JOB POSTING

Posting Dates – July 9, 2020 to July 16, 2020

Position Title: Production Set-up Coordinator – Trenton

Reports To: Production Supervisor

Principal Responsibilities:

Provides picking, set-up, and put-away functions for all production assembly areas (workstations) as directed by the Production Supervisor. This would include setting up, troubleshooting problems, and ensuring all raw materials are available and staged appropriately before each run.

Supervision and Scope: NA

Essential Functions:

- Works closely with Production Supervisor, Production Coordinators, Line Operators, and Quality Control to ensure the best possible throughput.
- Takes information from Production Orders and Work Instructions, picks all components, stages raw materials for quality inspection, prints necessary labels, and sets up designated production workstations.
 - Ensures the distributed material matches the required lot number and expiration dates as noted on the production order and/or contents list, communicating any material

inconsistencies with the Production Supervisor.

- Counts and returns all excess component material received back after each production run to the appropriate warehouse locations.
- Identifies staged orders and finished goods with placards as required to reflect material id, location, and quantity.
- Responsible for setup, change over, troubleshooting, and potentially running machinery if needed.
- Must keep several workstations stocked before and during each production run.
- Able to work independently and make decisions regarding direction of work to keep ahead of manufacturing.
- Moves material with a pallet jack and/or forklift as needed.
- Assist with other duties as assigned

Additional functions:

- After each production run, will be responsible for clearing away all unused raw materials and returning those items to a physical bin location. Otherwise known as “production put-away”.
- Must be able to work overtime on weekdays and Saturdays on short notice.
- Reports any problem personnel activity directly to Production Supervisor.

Physical/visual activities or demands:

- Lift up to 50 pounds
- Drive Forklift for picking and staging materials
- Visual acuity to read component labels and work Instructions to ensure correct picking of materials and line setup

Knowledge:

- Must be a self-starter
- Must have basic computer skills
- Must have good math skills
- Must have good communication skills
- Must have good troubleshooting ability

Experience:

- Production and Warehouse.
- Machine operation and setup.
- Comfortable working with MS Office and Zebra Printers.

Licenses required:

- Forklift

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

If you are or someone you know is interested and meet the qualifications, please submit your resume to Karen Nelson knelson@lhbindustries.com .

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characteristics or genetic information, or any other status protected by law. Applicants who require reasonable accommodation during the application process may contact the Human Resources Department.