



## JOB DESCRIPTION

### PRODUCTION COORDINATOR

#### OBJECTIVE

Reporting to the Director of Operations, the Production Coordinator is primarily responsible for drafting reports on production processes, conducting daily repacking transactions, maintaining accurate production records, and contributing to continuous improvement initiatives while developing an in-depth knowledge of EarthFresh products, and operations procedures. This role is focused on aiding in the development of key production standard operating procedures and measurement of production efficiencies.

#### QUALIFICATIONS

##### Education:

- University degree / college diploma or equivalent

##### Experience & Skills:

- 1-2 years of experience in a production environment
- Proficient in Microsoft Office (intermediate level in Microsoft Excel)
- Ability to communicate in a data-driven environment
- Strong problem solving skills
- Strong organizational and prioritizing skills
- High attention to detail and able to multi-task
- Excellent verbal and written communication skills

#### PRINCIPAL RESPONSIBILITIES

1. Utilize the ERP system (Famous) to authenticate job cost details and enter data regarding standard costs, materials, and shrink into respective production repack transactions.
2. Monitor daily raw product yields on all production runs, and coordinate with QA, Production, QC and Procurement to report on all losses higher than forecasted shrink levels.
3. Audit all production transactions for accuracy and implement corrective actions where necessary.
4. Prepare reports on daily, weekly, and monthly production targets.
5. Document records to report on any process improvement opportunities.

6. Assist in the drafting and implementation of all production related Standard Operating Procedures.
7. Assist in the implementation and management of all data tracking initiatives including but not limited to the Production Line Downtime Logs, Raw Product Deficiency List, Production Shrink Report, etc.
8. Work in collaboration with the Director of Operations to guarantee the integrity and precision of data for all production databases.
9. Prepare reports and updates for production pre-shift meetings.
10. Develop a comprehensive understanding of EarthFresh products and operations process flow, including but not limited to the movement of goods (washing, sorting, sizing, and grading raw product), equipment operations (comprehension of how all pack line equipment works and interacts within the production environment), quality control procedures (sampling, and corrective action process, assessment of product quality vs the prescribed grade standard), etc.
11. Optimize equipment programs and troubleshoot issues to identify root causes.
12. Provide instruction and training to staff and management at the plant in essential areas of opportunity.
13. Assist in the implementation of new projects, including but not limited to 5S and other continuous improvement initiatives, planned vs actual tracking, improving equipment uptime, employee training manuals, etc.
14. Assist in the maintenance and expansion of current continuous improvement projects.
15. Assist in coordinating samples (create tags, enter tags into orders, and oversee the proper and timely creation of all samples).
16. Assist in creating the Daily Production Schedule.
17. Act as the backup for all production planning tasks to cover for the Production Manager, Finished Goods (as required).
18. All other duties as required by the Director of Operations.