



## JOB DESCRIPTION

### PRODUCTION COORDINATOR

#### OBJECTIVE

Reporting to the Director of Operations, the Production Coordinator is tasked with learning all key responsibilities in the Production department. To this end, the Production Coordinator will learn the functions of Quality Control, Continuous Improvement, Pack Line Operations and Wash Plant Operations. With this knowledge the Production Coordinator will focus on investigating variances in the ERP (quality, shrink), assisting in implementing continuous improvement projects, and constructing the Daily Production Schedule.

#### 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
- Ability to lift up to 50lbs and stand for long periods of time throughout during the workday
- Flexibility and willingness to work overtime including evenings/weekends, as required

#### PRINCIPAL RESPONSIBILITIES

1. Work with the Production Manager to create the Daily Production Schedule.
2. Utilize the ERP system (Famous) to audit repack transactions and work orders for accuracy and working to implement corrective actions where required.
3. Responsible for ensuring all ERP transactions are up to date.
4. 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.
5. Assist in the drafting and implementation of all production related Standard Operating Procedures.
6. Assist in the management of all data tracking initiatives including but not limited to the Production Line Downtime Logs, Raw Product Deficiency List, Production Shrink Report.

7. 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.
8. Optimize equipment programs and troubleshoot issues to identify root causes.
9. Provide instruction and training to staff and management at the plant in essential areas of opportunity.
10. 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.
11. Assist in the maintenance and expansion of current continuous improvement projects.
12. Assist in coordinating samples (create tags, enter tags into orders, and oversee the proper and timely creation of all samples).
13. Act as the backup for all production planning tasks to cover for the Production Manager, Finished Goods (as required).
14. All other duties as required by the Director of Operations.