



JOB DESCRIPTION

PRODUCTION COORDINATOR

OBJECTIVE

Reporting to the Operations Manager, 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 in related field

Experience & Skills:

- 1-2 years prior experience in a production /operations environment
- Proficient in MS Office (advanced in MS Excel) and inventory management software
- 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 the workday
- Flexibility and willingness to work overtime as required, including evenings/weekends

PRINCIPAL RESPONSIBILITIES

1. Work with the Operations Manager to create the Daily Production Schedule.
2. Utilize the ERP system (Famous) to audit repack transactions and work orders for accuracy and work 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 operations related Standard Operating Procedures.
6. Assist in the management of all data tracking initiatives including but not limited to the Production Line Downtime Logs, 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, 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 ongoing instruction and training to production employees in essential areas of opportunity of the plant.
10. Assist in the implementation, maintenance and expansion of current continuous improvement projects.
11. Assist in coordinating samples (create tags, enter tags into orders, and oversee the proper and timely creation of all samples).
12. Act as the backup for all production planning tasks to cover for the Operations Manager.
13. All other duties as required by the Operations Manager.