

BMS Direct Inc.
Job Description

Job Title:	2nd Shift Production Coordinator
Department:	Production
Reports to:	Production Supervisor(s)
FLSA Status:	Non-exempt
Prepared By:	Tysver
Prepared Date:	2/27/17
Approved By:	Wilkes
Approved Date:	3/2/17

Summary

Read and follow work order instructions completing work based on assigned priorities.
Operate and train others on production equipment following safe work procedures.
Coordinate and report work performed in production area.

Essential Duties and Responsibilities include the following:

- Read and comprehend work order instructions.
- Operate computers using Windows Based applications for production equipment.
- Ensure that client's unused materials are processed properly as per pull ticket instructions.
- Operate transport equipment to include pallet jacks and fork trucks.
- Verify materials are correct for job being run using work order and other provided job instructions.
- Coordinate and follow up on the scheduling and completion of orders throughout multiple production departments.
- Follow all Company Safety rules. Report any Safety issues to the Production Supervisor.
- Monitor the quality of work produced, verify and sign Quality Control forms and report any quality issues to Production Supervisor.
- Report shift activities and progress to the departmental supervisors and managers each night via email.
- Maintain equipment and keep work area in an orderly fashion. Monitor machine for potential maintenance requirements. Report findings to Production Supervisor.
- Operate and train employees on the operation of production equipment and essential paperwork. Suggest needed additional training.
- Prepare all mail following BMS and USPS guidelines.
- Complete and submit required daily reports and paperwork using email and verbal communications.
- Perform all assigned duties in an efficient manner, avoiding unnecessary down time ensuring productive operations.
- Work effectively with Supervisors to ensure the achievement of daily goals.
- Report any injuries to immediate supervisor.
- Understand and comply with all company policies (i.e. attendance, Code of Business Conduct & Ethics, Associate Handbook etc.)
- Follow work order instructions, ink jet templates and all Standard Operating Procedures in the production area.

- Perform all other duties as assigned

General Time Allocations:

This position will require about 60% of the time to be spent on operating production equipment. About 20% of the time will be spent on monitoring and training employees on the efficient operation of production equipment, with the other 20% being administrative work.

Required qualifications:

- Education and/or Experience: High school diploma or GED; 2 years related experience and/or training; or equivalent combination of education and experience.
- Must have a developed mechanical aptitude.
- Manual and physical requirements: Regularly required to sit or stand; use hands to finger, handle or feel objects, tools, or controls. Must frequently lift and/or move 50 pounds or more.
- Good communication skills, outgoing, and personable.
- Maintain professional appearance and demeanor that reflect the company's commitment to quality, continuous improvement, and respect for individuals.
- Must be familiar with Microsoft Office applications.
- May be required to continue education and / or training.

Working conditions:

- This is a full-time position
- Typical workday: 2 pm – 10:30pm. Some overtime required. Modify as needed.
- Noise: moderate.
- Environment: good.

Last Updated: 10/10/2019

I have read the above job description and understand what is expected of me. This list of duties may be modified by management due to company and / or departmental needs.

Signature: _____ Date: _____

Witness: _____ Date: _____