

## Position Guide – Post Production Analyst and Assistant CSR/Accounts Billing Clerk and Scheduler/Buyer

### **SUMMARY:**

The primary function of the Post Production Analyst is to review documentation such as Job Analysis, Job Travelers and Engineer approved drawings of all manufactured products. Points to be examined include material issued, process operations, changes by Engineering and Production Manager and Revision level completion. This position will also check cost as it progresses into the next level of manufacturing. Upon completion of review a report of all findings is to be submitted to the President and Accounts & Administrative Services Manager.

As a secondary function, this position will assist the Customer Service Rep / Accounts Billing Clerk. The Accounts Billing Clerk position is responsible for preparing, reconciling and processing receipts, shipments, invoices and maintaining accurate financial records concerning Customers, Suppliers and service providers and Company products. The Customer Service Representative position is to fulfill customer needs and increase sales by responding, in a timely manner, to all requests from Customers for technical information, pricing and delivery dates; by preparing quotes, sales orders and acknowledgements; and by following up, as needed, with Engineering and Manufacturing to resolve technical, product and delivery questions.

As a secondary function, this position will assist the Production Scheduler / Buyer. The Production Scheduler position is to schedule and support the needs of production as resources are allocated. The Buyer position is to purchase industrial and electronic materials 'just-in-time' to meet the needs of production while also meeting and reducing estimated material costs according to budget and ensuring on going supply chain control

This position must be able to function successfully in a fast-paced, hands-on, team-based Original-Equipment-Manufacturing (OEM) facility.

### **DUTIES AND RESPONSIBILITIES:**

- As a Post Production Analyst, responsibilities include the following;
  - Verify all job travelers and approved drawings with correct revision level are in the package and in order
  - Review all material transactions for correct quantities issued
  - Review labor operations for timecard entries
  - Verify all written changes by Engineering and Production Manager are updated in M1 software, Revisions complete in M1 and on Engineer Drawing
  - Calculate cost of 'pull from stock' assemblies to be integrated into correct cost categories
  - Confirm cost is correct as item moves to the next level of production
  - Compare estimated and actual cost and document basis for difference
  - Compose report of all findings and submit to President and Accounts & Administrative Services Manager.
- As a Customer Service Representative, responsibilities include the following;
  - Efficiently and correctly preparing Quotes and Sales Orders, working with Engineering and Manufacturing to provide accurate and valid information, pricing and delivery dates while meeting Company targets for quotes, sales and shipments.
  - Effectively managing incoming calls and emails, identifying and assessing customer needs, responding in a timely manner with correct information and helping to increase customer satisfaction and sales.
- As an Accounts Billing Clerk, responsibilities include the following;
  - Effectively and efficiently reconciling Sales Orders and inventory Shipments, preparing Customer invoices, compiling amounts owed by Customers, and helping to maintain accurate and timely Accounts Receivable balances
  - Effectively and efficiently reconciling Purchase Orders and inventory Receipts, processing invoices from Suppliers, compiling amounts owed to Suppliers, and helping to maintain accurate and timely Accounts Payable balances

**Position Guide – Post Production Analyst and  
Assistant CSR/Accounts Billing Clerk and Scheduler/Buyer**

- As a member of the team, responsibilities include the following;
  - Participating in and contributing proactively during routine Company team meetings, helping to ensure that Company goals and objectives are achieved and that Customer products are delivered on-time, on budget while meeting all quality requirements.
  - Performing routine administrative activities including emails, calls, mail, scheduling, filing, scanning and data entry
  - Participating fully in Company-wide performance improvements and other projects when assigned.

**EXPERIENCE/EDUCATION:**

- Experience in accounts billing, accounts payable, accounts receivable, customer service, purchasing
- Experience reading Engineer Drawings required
- Experience using CRM / ERP / Shop Control Manufacturing Systems required.
- Bachelor’s Degree or equivalent experience

**OTHER REQUIREMENTS:**

- Ability to multi-task, prioritize and manage time effectively
- Sound analytical, problem-solving and communication skills
- Relevant and current industry knowledge of materials
- Ability to lead and contribute to cross-functional project teams

**MEASURE OF PERFORMANCE:**

- Productivity, efficiency and effectiveness
- Level of Service provided including timeliness and correctness
- Successful completion of project-related deadlines, milestones and objectives
- Quality relationships are established and maintained within the Company and with Customers

**REVIEW AND ACCEPTANCE**

This Position Guide is intended to serve as a general list of the requirements for this position, the authority for action that the position holder has and the responsibilities to be performed. It is not intended as a contract for employment, nor does it guarantee employment for a period of time. The President retains the right to change any portion of this position description at any time and the position holder will be notified of such changes in advance.

I have read the contents of this Position Guide, reviewed it and believe it to be accurate

\_\_\_\_\_  
President

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Post Production Analyst

\_\_\_\_\_  
Date

## **SUMMARY:**

The primary function of the Production Scheduler is to forecast product demand and supply and to set production job assemblies in order to supply the needed products on time and on budget to meet the needs and requirements of Customers. This position is also responsible for capacity scheduling and supporting the needs of production as resources are allocated. In addition, this position is responsible for monitoring job costs and providing feedback to manufacturing, engineering and sales.

A second primary function of the Buyer II position is to purchase industrial and electronic materials 'just-in-time' to meet the needs of production while also meeting and reducing estimated material costs according to budget and ensuring on going supply chain control.

This position must be able to function successfully in a fast-paced, hands-on, team-based machine shop, steel fabrication and capital equipment assembly and test manufacturing plant.

## **DUTIES AND RESPONSIBILITIES:**

- As a Production Scheduler, responsibilities include the following;
  - Review history and current demand for products and set production jobs, using engineering-defined Bills of Materials (BOMs) and manufacturing-defined work centers, processes and standard hours. Ensure that planned jobs will produce sufficient supply to meet current customer demand.
  - Plan, schedule, release, track and expedite all jobs as directed by the Production Manager, helping to ensure that jobs are produced and receipted to inventory on schedule and on budget. Revise the schedule as needed; expedite job assemblies as needed.
  - Monitor and review Job Costs for each job and part, such that operational time and dollar estimates are achieved.
- As a Buyer II, responsibilities include the following;
  - Based on material demand requirements, purchase sufficient raw materials, purchased parts (including electronics) and fasteners / hardware on-time and on-budget.
  - Evaluate and approve vendors and outside service providers for cost savings and authorize purchase orders for goods or services within the limits established by management.
  - Ensure that supply chain management objectives are achieved by buying quality product at the 'right' price that are delivered 'just-in-time'.
- As a member of the Manufacturing team, responsibilities include the following;
  - Participate in and contribute proactively during routine Company team meetings, helping to ensure that Company goals and objectives are achieved and that Customer products are delivered on-time, on-budget while meeting all quality requirements.
  - Participate fully in Company-wide projects related to specific engineering design products, ongoing Company-wide performance improvements and other projects when assigned.

**EXPERIENCE/EDUCATION:**

- 4-6 years of scheduling and buying experience in industrial machining, fabrication and assembly contract manufacturing / job shop environment
- Relevant Supply Chain management experience in evaluating and controlling vendors and outside service providers
- Technical understanding of specifications and materials with ability to read drawings and communicate with engineers, production and vendors.
- Direct and relevant raw materials purchasing, production scheduling and supply chain management experience.
- Degree in Engineering / Business / Supply Chain or equivalent
- Experience using ERP / MRP / Shop Control Manufacturing Systems required

**OTHER REQUIREMENTS:**

- Sound analytical, problem-solving and communication skills
- Relevant and current industry knowledge of materials, capabilities, suppliers and pricing
- Ability to lead and contribute to cross-functional project teams

**MEASURE OF PERFORMANCE:**

- On-time job completion performance by production
- On-time and on-budget purchased material delivery performance
- Successful completion of project-related deadlines, milestones and objectives
- Productivity, efficiency and effectiveness
- Quality relationships are established and maintained within the Company and with Vendors and Service Providers

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\_\_\_\_\_  
President

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Production Scheduler and Buyer II

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Date

## Position Guide – Quality Control Inspector

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**SUMMARY:**

The primary function of the Quality Control Inspector is to ensure that Company quality standards are achieved during production by implementing quality objectives and validating quality processes. This position is responsible for establishing critical product specifications and quality attributes, performing inspections of purchased and manufactured materials, parts and assemblies, and documenting evidence of success and failure. This position is also responsible for calibrating all measurement equipment, investigating customer / vendor-related complaints, completing quality audits.

The second primary function of the Quality Control Inspector is to provide ongoing employee training such that operators and other inspectors can complete receiving, first-article, in-process and final inspections and to collaborate with other team members in performing design reviews and improving manufacturing processes and procedures.

This position must be able to function successfully in a fast-paced, hands-on, team-based machine shop, fabrication and equipment assembly and test manufacturing plant.

**DUTIES AND RESPONSIBILITIES:**

- As Quality Control Inspector, responsibilities include the following;
  - Establish and confirm critical product and process specifications and quality attributes and measure product by conducting visual and measurement inspections and tests, rejecting unacceptable product, conducting follow-up and resolving issues; inspections include
    - Inspecting and approving receiving i.e. incoming materials on a sampling basis
    - Inspecting first-article product especially for automated and semi-automated processes
    - Inspecting and approving in-process production on an hourly and sampling basis, rejecting unacceptable product and communicating needed adjustments to operator and production supervisor
    - Inspecting and approving finished product and assigning failed product to action by Material Review Board
  - Document inspection results, noting discrepancies, issues, questions and suggestions with 'black-lines' on drawings and travelers and communicate inspection results for follow-up and changes in product specifications, production processes and operator training
  - Maintain and calibrate all measuring and testing equipment, following standard procedures and documenting repair and/or replacement
  - Determine and implement quality objectives including lowering the 'cost of quality' by tracking and reducing rework and scrap, by leading ongoing Material Review Board (MRB) actions, and by documenting evidence of success and failure in achieving quality objectives
  - Provide ongoing employee quality and inspection training so that others can perform quality inspections, thereby reducing the 'cost of quality'
  - Investigate customer, vendor and outside service provider-related complaints; conduct audits and complete follow-up and problem resolution
  - Conduct and participate with other team members in technical product and as-built design reviews
- As a member of the Manufacturing Team, additional responsibilities include the following;
  - Work towards improving total quality, reducing delivery lead times and cycle times, improving production throughput, and producing quality products that meet and exceed Customer requirements
  - Participate and contribute proactively during routine Company team meetings, helping to ensure that Company goals and objectives are achieved and that Customer products are delivered on-time, on-budget while meeting all quality requirements
  - Participate fully in ongoing Company-wide performance improvements and other projects when assigned

**EXPERIENCE/EDUCATION:**

- 8-12 years of quality inspection, supervisory and management experience in industrial machining, fabrication and assembly contract manufacturing / job shop environment
- Relevant and current technical knowledge, skills and ability to understand specifications and materials with an ability to read and understand drawings and provide expertise and technical support to Manufacturing, Quality and Engineering employees
- Relevant and current technical knowledge of measurement tools and equipment, quality procedures, production capabilities with skills and ability to institute improvements in efficiency, throughput and quality
- Experience using ERP / MRP / Shop Control Manufacturing Systems required
- Bachelor degree in Engineering or equivalent experience

**OTHER REQUIREMENTS:**

- Sound analytical, problem-solving and communication skills
- Ability to troubleshoot, analyze information and trends and prepare quality documentation and reports
- Ability to lead and contribute to cross-functional project teams

**MEASURE OF PERFORMANCE:**

- Quality of products produced
- Reduction in customer complaints and vendor-related issues
- Reduction in quality, labor and material costs by elimination of rework and scrap and by improving the process
- Successful completion of project-related deadlines, milestones and objectives
- Quality relationships are established and maintained within the Company, with Customers and with Vendors and Service Providers

**REVIEW AND ACCEPTANCE**

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President

\_\_\_\_\_  
Quality Control Inspector

\_\_\_\_\_  
Date

## Open Positions as Farmer Mold & Machine Works

### Quality Inspector

#### Job Duties:

Perform in-process inspection activities as specified by manufacturing methods  
Use inspection tools such as micrometers, optical comparator, calipers, CMM machines, and drop gages.  
Perform audits and develop reports and tracking measurements as assigned by Manufacturing Manager.  
Complete inspection record as specified by manufacturing method ERP/MRP system.  
As needed, perform open layout inspections and first article/in process inspections.  
Provide support to manufacturing as needed.

Must have experience with the following:

Experience inspecting machined parts held to tight tolerances  
Reading blueprints  
Utilizing quality inspection tools listed above  
Experience using a CMM machine  
Inspecting machined and mechanical parts

Machining background a plus!

compensation: **Based on experience**

employment type: **full-time**