

# HARPER INTERNATIONAL

## POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

### **Part I - Reporting Structure**

**Job Title:** Production Control Coordinator      **Department:** Operations  
**Reports To (Position):** Production Control      **Supervises: (Positions):** N/A  
**Status:** Non-Exempt

### **Part II – Position Objective**

The Production Control Coordinator duplicates, and distributes all documents that are officially issued by Engineering, along with other duties in support of production control and operations.

### **Part III – Job Responsibilities**

#### Essential Duties

1. Review Drawing and Bill of Material Packages released by the Engineering Department and return any Drawing Packages with visible errors to Project Engineer.
2. Support the Purchasing, Engineering and Sales departments when requested to prepare/convert AutoCad and Inventor files, drawing packages for Employees, Vendors or Customers either by e-mail, FTPsite, Iron key or paper format.
3. Process all released bill of materials according to the job's Manufacturing Plan.
4. Monitor and act on all Engineering sub jobs for release date and budget adherence.
5. Creates and files appropriate transmittal documentation when requested by other departments for FTP site, email, Iron key or paper format.
6. Archive Library Administrator, including scan and file legacy job data for the Parts and Service Department.
7. Scan or electronically file job information to Harper Network.
8. Follow all Export Compliance requirement mandated by Harper Export Compliance Officer in relation to all Export Regulated, classified or confidential Drawings or Documents.
9. Locate drawings in the Vault, Library or Harper Network for Engineering, Purchasing, and Parts Department
10. Print and distribute released/revised drawings to manufacturing and maintain Drawing Control log.
11. Sustain proprietary improvement/lean projects.
12. Initiate and execute one "Lean" project a year.
13. Author and maintain all SOP and WI documents applicable to position duties and requirements.
14. Remotely monitor the Switchboard daily as necessary and direct incoming calls to appropriate individuals or departments.
15. Apply learned Certified Lean Professional principles to daily activities.

#### **IV – Knowledge, Skills, Education**

1. Proficient with MS Office products including Outlook, Excel, and Word
2. Experience using MRP/ERP software
3. Familiar with 2D and 3D computer-aided drafting (CAD) software
4. Excellent customer service communication skills for internal and external customers
5. Must be self-driven and motivated

#### **V- Work Environment**

1. Office environment
2. Shop environment

#### **VI - Physical Demands – reviewed August 2019**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee is frequently required to sit, use hands, reach with hands and arms, talk and hear. The employee is occasionally required to stand, stoop, kneel, crouch or crawl.