



Job Description

Job Title: **Production Control**

Department: **Production**

Reports to: **Plant Manager**

Job Summary: Responsible for scheduling all production for Ox Bodies, both FYAL and HPNC. The production Control Coordinator is the liaison between Inside Sales/Engineering and the manufacturing team. This person communicates daily schedules, orders that require non-standard work and sets the priority for the backlog of work.

Essential Duties:

- Ability to be successful in a fast paced environment while setting direction and holding people accountable
- Review schedules and production orders to make decisions concerning the priority of work based on the requirements of Inside Sales and Ox Bodies' customers
- Manages/leads all production meetings
- Coordinates and distributes the daily production schedule
- Ability to manage change and maintain credibility with all employees

Job Requirements:

- Demonstrated success in a previous assignment with similar responsibilities
- Proficient with all Microsoft Office software
- Strong excel knowledge
- Must have strong customer focus and make the best decisions for the company as well as the customers
- Excellent organizational and communication skills, both written and spoken

Qualifications:

- *Educational:* High School Diploma or GED.
- *Experience:* Data entry and scheduling.
- *Preferred:* Manufacturing scheduling experience, preferred.
- *Skills:* Strong decision making skills, Strong project management skills, Strong interpersonal skills at all levels of the organization, Clear communication and follow through while holding others accountable, Effective time management system that ensures commitments are honored.
- *Other:* Must be able to sit for over 8 hours.