



ABOUT US:

Since its inception in 1950, Designatronics, through its three brands serves a worldwide customer base in excess of 15,000 firms ranging from Fortune 500 companies to individual inventors. SDP/SI is a leading manufacturer of small mechanical components and assemblies, servicing a wide variety of industries such as Aerospace, Defense, Medical, as well as the Industrial Sector for over 65 years. We offer over 100,000 power transmission components, including gears, belt and chain drives, shafts, shaft accessories, bearings, couplings, universal joints, vibration mounts, miscellaneous components, hardware, gearheads and speed reducers, right angle drives, brakes and clutches, motors and gear motors. In 2017, Designatronics and its three brands began operations in their new world-class facility designed to greatly improve efficiencies and lead times. The newly constructed 96,000 square foot facility easily meets current capacity requirements and gives the company ample room for growth.

SUMMARY: This position is responsible for issuing and tracking work orders, covering the planning, scheduling, releasing, and tracking of workflow from the engineering department and through the manufacturing process. This position functions as a liaison between Engineering, Purchasing, Manufacturing and Shipping/Receiving departments. It is a focal point among all departments to effectively communicate and help meet project requirements.

ESSENTIAL DUTIES

- Oversee the scheduling of multiple mill & lathe machines, while monitoring and managing progress of work orders.
- Determine best machine or method to produce required components.
- Utilize computer system to locate job orders, prioritize and rearrange the work orders to meet production schedule as necessary.
- Consistently monitor work orders generated through computer system, based on due dates and material availability to assure timely processing.
- Coordinate with management and production to sequence manufacturing and assembly to fill customer orders.
- Assist the manufacturing department to actively manage the production schedule.
- Coordinate with departments and managers as needed to identify and resolve issues.
- Releases work orders to have materials pulled to fabricate component.
- Using dispatch reports, assess if there is sufficient work for each machine ensuring that machines do not have an overabundant workload and are always producing.
- Coordinate all the necessary steps for the production of all work orders.
- Efficiently troubleshoot and resolve issues as needed.
- Monitor all jobs and ensure they're on schedule and follow each project through to completion.

EDUCATION and/or EXPERIENCE

High School diploma or equivalent some college preferred.

5+ years in manufacturing, production control or comparable field.

Experience reading prints and knowledge of materials.

Project management, organizational, and communication skills are required.

Must have the ability to change direction and handle multiple responsibilities and tasks on a regular basis.

Must have experience working with an ERP system.