

# Coordinator

## POSITION SUMMARY

Set up and coordinate the activities within the designated areas of responsibility in order to meet production requirements and quality objectives.

## ESSENTIAL FUNCTIONS

- Work with the supervisor to determine schedules, sequences and assignments for work activities based on work priority, quantity of equipment and skill of personnel
- Demonstrate such operations to new employees or assign employees to qualified experienced workers for training
- Set up jobs ahead of time for operators by getting all documentation and kit boxes in place to maximize production and keep operators on the direct labor
- Observe work, monitor gauges, dials, manufacturing instructions and other indicators to ensure that operators and all other employees conform to production or processing standards as stated by the customer, ISO 9000 and IPC Standards
- Supervisor may confer with area coordinator in order to accurately complete required employee evaluations regarding job performance, quality and skills
- Report to supervisor issues with employee performance (quality, rate, attitude or ability)

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Good computer skills with working knowledge of Windows format
- Ability to work required overtime to support manufacturing needs and requests from our customers
- Strong leadership skills
- Professionalism & team building ability

**Education & Experience:** High school or equivalent with two to four years related experience, approved by management.