



*SSI Technologies, Inc.*

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### ***Production Control Assistant***

Reporting to the Operations Manager, this position is responsible for supporting manufacturing operations.

Primary responsibilities include ensuring effective implementation & administration of the following:

- Creates, updates, and maintains production documentation and required shipment documentation. (i.e. NAFTA Certs)
- Creates, updates, maintains, and audits use of procedures and work instructions.
- Collects production-related data and assists with various implementations on the production floor.
- Reviews, analyzes, and prepares reports and charts on performance metrics.
- Analyzes and releases component material as required from weekly MRP runs.
- Maintains order entry functions as required by Customer Requirements Planners.
- Provides backup support for the Customer Requirements Planners as needed.

Supports, promotes, and performs in a manner consistent with High Performance teams, continuous improvement goals, and the values of SSI Technologies, Inc.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Ideal candidate will have an Associates degree with related experience and/or training in manufacturing systems and materials manufacturing along with familiarity with production scheduling techniques and shop order documentation. Training in supply chain management and/or inventory management would be a plus.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups.

**MATHEMATICAL SKILLS**

Ability to perform mathematical analysis and understand simple statistical computations

**REASONING ABILITY**

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**PHYSICAL DEMANDS**

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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

**OTHER SKILLS AND ABILITIES**

Proficient in Word, Excel, MRP/ERP systems; Self-directed work practices; Ability to prioritize; Excellent organizational skills

SSI IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER