

Job Description
Inventory/Production Controller

Type of Job – Full Time – Non-Exempt
Location – Swanzey, New Hampshire

Job Summary

This position reports to the Supply Chain Manager and is principally responsible for inventory/production scheduling, documentation control, procurement support and transportation/logistics support. The position carries a delegation of authority level for purchases of up to \$50,000. The Inventory/Production Controller may provide functional direction and assistance for coworkers or less experienced staff to assure department objectives are achieved.

Core Responsibilities

Inventory/Production Scheduling

- Assists Manager in maintaining and updating the Production Build Schedule.
- Generates internal Production Work Orders.
- Maintains general oversight of Material Resource Plan (MRP), inventory levels, shortages, production/procurement demand, and notify Manager of recommended adjustments or areas of concerns.
- Rolls estimated cost of goods within Visual (beginning of each business period), generate “Change in Cost Report” after cost roll and reconcile large variances in cost.
- Maintains optimal inventory levels to support Moore Nanotechnology Systems’ inventory goals.
- Regularly reviews Visual database of active part numbers for opportunity to identify obsolete part numbers no longer utilized.

Documentation Control

- Carry out BOM download/set-up to include establishing routings, and initial cost roll.
- Interface with Engineering to implement Engineering Change Notices (ECN)
 - Updates ERP system per ECN instructions.
 - Carryout disposition/reschedule of materials, work orders, affected by ECN activity.
 - Determines optimal timing for phase-in of Engineering Change Notices.
 - Provides Buyers and Production Leadership with guidance for distribution of Engineering Change documentation, and instruction regarding disposition for rework of existing or in process materials affected by EC activity.
- Maintains and assures integrity and accuracy of the “Project List.”
- Generates “Key Business Indicator Reports” and distributes to Managers (beginning of each business period).

Procurement Support

- Maintains contact with suppliers of material, products, or services under purchase order to insure timely delivery per MRP demand and supplier commitments. Updates MRP system with changes to status, conditions, requirements, or anticipated delivery.
- Provides general administrative support for Buyers including, but not limited to, expediting materials and maintaining/updating following reports: Shortage, Reschedule, Late Line, Un confirmed P.O.
- Processing of material discrepancies and returned materials to supplier.
- Sales Order entry/fulfilment and Buyer back-up, as needed.

Transportation/Logistics Support

- Provides back-up to Global Logistics Coordinator/Buyer, which may include:
 - Arrangement of cost-effective transportation for machine and service orders.
 - Coordination of Logistics for Domestic and International shipments.
 - Interfaces with freight forwarding companies or DKSH offices to plan and facilitate product shipment.

General

- Maintains a clean and organized work area.
- Ensures safe work practices are followed.
- Complies with safety regulations.
- Performs other duties as assigned by management.

Education and Experience

- Associates degree with 1-3 years of planning/purchasing experience in a manufacturing environment or an equivalent combination of education and experience.
- Experience with Visual (or similar) ERP/MRP system.
- Computer proficiency in MS Office Suite.
- APICS certification is a plus.

Competencies

- Assertive, multi-tasking, team player capable of working with minimal supervision in a fast-paced environment with changing priorities.
- Excellent organizational skills, with extreme attention to detail and strong communication skills.
- Administrative skills to include; word processing, phone, filing, spreadsheet, and database maintenance.

To apply for this position, please send your resume to: careers@nanotechsys.com