

Reports To: Manager, Product Data Management

Pay rate: \$16.00 hourly

Responsibilities: Establish and maintain manufacturing documentation including item master, Bills of Material, production processes and product costing.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

1. Typing 65% of the workday.
2. Create and maintain part numbers and Bills of Material in the item master.
3. Assist with the gathering of data relative to the continued maintenance of the software documentation system.
4. Assist in gathering information relative to production processes.
5. Support key management positions, Customer Service, and Marketing by providing information utilized in daily issues.
6. Interact with factory personnel to ensure accuracy and reliability of manufacturing processes.
7. Oversee day-to-day issues regarding part number and Bill of Material maintenance.
8. Provides supports to all departments as needed.
9. Support will also be given to the factory so as to provide a productive manufacturing environment.

Competencies:

1. PC Skills
2. Organizational Skills
3. Teamwork Capacity
4. Initiative/Proactive
5. Communication Proficiency
6. Ability to manage multiple projects simultaneously.

Supervisory Responsibility:

This position has no supervisory responsibilities

Work Environment:

This job operates in a professional office environment. This role routinely used standard office equipment such computers, phones, photocopiers, filing cabinets and fax machines.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and climb. Use hands to finger, handle or feel; and reach with hands and arms. Employee is required to lift at least 25 lbs. in order to perform some of the job functions.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. – 5:00 p.m. and Fridays 8:00 a.m. – 4:30 p.m.

Travel:

Minimal travels to training seminars and to run errands may be required as needed.

Required Education and Experience:

High school diploma preferred or related. Candidate should have excellent oral and written communication skills as well as excellent organizational skills. Experience with Oracle data systems beneficial; Microsoft Office (Word, Excel, and Outlook).

Preferred Education and Experience:

Bachelor's degree helpful but not required

Special Requirements:

Must be able to work overtime when needed and use of own vehicle for errands. Light travel as necessary to run errands on company's behalf. Candidate must be able to occasionally lift up to 25 pounds.