



National Electrostatics Corp.

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Production Control Coordinator

Job Overview

As the world leader in the manufacturing of electrostatic ion beam accelerator systems, National Electrostatics Corp. (NEC), is always looking for the best, quality candidates to join our team. Being a part of the NEC team offers many rewards including being part of an environment where we want to see you grow and succeed. We are an employee-owned company that has been in business for over 50 years. Benefits include paid holidays, vacation, and sick leave, paid disability and life insurance, dental insurance, group health insurance, and retirement plans.

This is a full-time position with the ability to work independently as well as work collaboratively with others in a positive and professional manner. The ability to stay organized, handle multiple projects at once, great time management skills, excellent problem-solving abilities, and very detail oriented. The Production Control Coordinator will execute successful completion of Manufacturing Production Packets through a detailed process mapping system.

Essential Duties

1. Process production requests by gathering full documentation for package sourcing with all materials and raw or purchased parts. (This is essentially the process for creating production packets.)
2. Enter all requests into our system and create a work order number which can be understood and used by everyone from the shop to accounting.
3. Make a stock run/check what we have in stock and can be used to complete each request.
4. Order all materials needed to complete each packet and production request.
5. Review the overall project for each request in detail and check for 100% accuracy.
6. Determine quantities to be made based on commonality and past usage, then decide who will make the part.
7. Enter material transactions into an ERP System.
8. Collaborate internally with multiple departments and communicate any schedule changes.
9. Plan, schedule, direct, and execute production activities.
10. Keep detailed records of any changes in inventory or production and report changes to the proper department.

Skills and Experience

- Ability to see the big picture from start to finish.
- Exceptional organizational skills with high attention to detail.
- General mechanical knowledge.
- ERP experience preferred.
- Demonstrates strong interpersonal and collaboration skills.
- Ability to read SolidWorks and Auto Cad drawings preferred.



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- Excels at time management skills.
- Works well in a fast-paced workplace and is good at multi-tasking.
- Basic computer skills, Microsoft, and NEC specific programs.
- Dynamic self-starter, who takes ownership of assigned tasks and completes work competently and effectively.
- Team player.

Education

- Associate degree in manufacturing industry preferred.
- 3-5 years of experience working in a production and manufacturing setting in the capacity of production planning and scheduling preferred.

Physical Requirements

1. Ability to lift 40 pounds.
2. Eyesight vision of or corrected to 20/20.
3. Ability to sit and use hands and finger dexterity.
4. Ability to walk, stand, and reach with hands and arms.
5. Exposure to moderate noise level.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. NEC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state, or local protected class.

Visit www.pelletron.com to find out more about NEC and our products and apply!