

POSITION: Production Coordinator
ORGANIZATION: Hopewell Center **DIVISION: Industrial Workshop**
STATUS: Full-time **FLSA STATUS: Exempt**
WORK SCHEDULE:

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Supervises, assigns and coordinates production activities;
Adapts production work to the skill level of consumers, resolves problems, and assures compliance with applicable quality control standards and state and federal regulations;
Develops and implements quality control measures;
Inspects final products before shipping;
Trains and provides corrective instruction to Training Supervisors;
Supervises shipping and receiving and prepares all documentation;
Sets up and operates production line, loads/unloads material, assists with delivery of finished products;
Inspects repairs and maintains equipment; recommends purchase of equipment;
Maintains inventory of supplies and materials;
Coordinates program activities in absence of Work Center Manager.
Operates agency truck to pick-up and deliver finished products;
Collaborates with customers and Sales Representative on receipt, completion and return of goods;
Performs related duties as assigned, assuring the best interest of both the agency and the consumers' welfare.

REQUIREMENTS:

Must possess high school diploma or its equivalence;
Knowledge of general objectives and standard policies and procedures of the Center;
Previous experience in a sheltered workshop setting, industry, or production;
Knowledge and demonstrated skill in contract administration, project development, and supervision;
Ability to perform arithmetic calculations;
Ability to effectively and persuasively communicate under varied circumstances;
Ability to work independently and to organize a wide variety of ongoing projects;
Ability to follow all personnel policies and rules of the organization and maintain confidentiality.

LICENSE/CERTIFICATION NEEDED:

Certification or training in Modular Arrangement of Predetermined Time Standards;
Possession of a valid driver's license and demonstrated safe driving record.