

POSITION: Technical Coordinator

ESSENTIAL DUTIES/RESPONSIBILITIES

- Project management including preparing scope and estimate documents supporting capital and special projects
- Report to management on project(s) status
- Monitoring / improve production operations with respect to cycle time, yield, process capability, space usage, safety and ergonomics
- Responsible for monitoring and improving current processes / equipment, developing and implementing new processes / new equipment and providing troubleshooting services
- Accomplish activities of planning, coordination, communication and connecting among the different operational and administrative areas, to assure continuous improvement within the production areas
- Duties are to include identifying and solving quality, production, ergonomic and mechanical problems
- Designing, justifying, implementing and validating new equipment and processes
- Designing optimal product flow and layouts
- Design and implement methods for process control, process improvement, testing and inspection
- Writing and/or approving operating procedures and specifications
- Verify the effectiveness of the Quality and Environment Management System to assure the quality of products and processes
- Compile, write and deliver training material on new / modified processes or equipment

TRAINING REQUIREMENTS

- General Safety and Ergonomics
- Quality Management System Awareness
- On-going training to continually improve our knowledge base and skill set related to advanced technology and industry trend within our primary areas of responsibility

PHYSICAL DEMANDS

- Occasionally required to lift up to 40 lbs
- Regularly required to sit, stand, bend, reach and move throughout the facilities
- Some travel may be required

WORK ENVIRONMENT

- Work usually in an office setting
- Occasional exposure to warehouse / light sub-assembly work such as noise, dust, odors and fumes

QUALIFICATIONS/EXPERIENCE/EDUCATION

- Bachelor's degree in Industrial or Mechanical Engineering or related experience. Entry level position with relevant Supply Chain and/or process engineering experience
- Vast knowledge and experience in Lean Manufacturing, Control Plans, PQCT, FMEA, Ergonomics, etc
- Warehouse Management System (WMS) experience a plus
- Excellent communication skills (written and verbal)
- Strong computer skills including but not limited to all Microsoft Office programs and AutoCad

To apply for this position please send your resume to Jennifer Staten at Jennifer_Staten@midwestexp.com.