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## **PFI PRECISION MACHINING**

### **POSITION DESCRIPTION**

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**POSITION TITLE:** Production and Sales Support

**POSITION REPORTS TO:** Controller

**POSITION SUMMARY:** The essential job functions are Customer Order Processing, production and scheduling support and administrative/clerical duties.

**MAJOR RESPONSIBILITIES:**

- 1) Assist Sales Department or Manager to include prompt handling of customer purchase orders, processing customer orders and entering them in JobBoss system, answering questions regarding orders and product shipping, and checking parts quantities to determine availability.
- 2) Assist Production to include developing weekly scrap report, reviewing and updating time audit report, running production hours report for daily floor meetings.
- 3) Perform scheduling activities for all work centers, adjust forecasts/sales orders, monitor inventory, complete materials planning form, and release travelers to the plant floor after approval from VP Operations.
- 4) Coordinate outgoing shipments with Shipping department.
- 5) Perform administrative duties to include filing sales orders, job folders, quotes, AR and AP.
- 6) Answer phones and greet visitors.
- 7) Retrieve and sort mail.
- 8) Order supplies such as office, janitorial and medical supplies. Coordinate and supervise cleaning services.
- 9) May assist with IT and AV equipment support – troubleshooting computers, printers and network problems. Assist with website development. With approval from President, purchase electronic equipment as needed.
- 10) Perform other administrative and clerical duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Minimum of 3 years experience in manufacturing environment
- Thorough knowledge of computer systems and manufacturing database
- Must be proficient in Word and Excel
- Strong verbal/written skills
- Good punctuation, spelling, grammar and attention to detail
- Strong interpersonal skills essential
- Problem solving, creativity

## **PHYSICAL REQUIREMENTS:**

1. Lifting and Bending - Occasional bending and stooping.
2. Hearing - Ability to receive detailed information through oral communication.
3. Repetitive Motions – Some movements (motions) of the wrists, hands and/or fingers.
4. Sitting – Maintaining body position by sitting at desk.
5. Talking - Expressing or exchanging ideas through verbal means, including those activities in which one must convey detailed, spoken instructions to others accurately and/or quickly.
6. Visual – Requires vision sufficient to perform work dealing largely with preparing and analyzing data and figures, operating computer terminal, and reading.

*PFI Precision, Inc. reserves the right to change, modify, suspend, delete, or depart from any and/or all parts of this position description, at any time. Nothing in this position description is intended to limit the Company's rights in any manner.*