



Production Resource Specialist

Department: Finance

Job Status: Full Time

FLSA Status: Exempt

Reports To: VP Finance

Amount of Travel Required: No travel required

Positions Supervised: None

Work Schedule: Core hours as advised by manager; flexible hours beyond core hours as needed.

POSITION SUMMARY

This position forms a liaison between Engineering (R&D) and all other departments, particularly Manufacturing & Accounting. The Production Resource Specialist facilitates production activities through

1. Management of processes related to Inventory Control, Bills of Material, and Part Routing through Epicor ERP system.
2. Verifies part cost data is loaded in ERP system, reviews cost impacts of BOM changes, notifies Finance when parts require re-costing and pricing review.
3. Management of Engineering Change Order processes.
4. Product Development Support – Assists production process development (along with Manufacturing Engineering and R&D).
5. Assist Technical Support and Sales in identifying correct repair parts, creating new repair part BOMs (some will need MFG ENG &/or R&D support), and in reviewing historical ECN changes and cut in data.

ESSENTIAL FUNCTIONS

Manufacturing Support / Inventory Control

1. Assigns Part Numbers to product components and manufacturing support materials.
2. Maintains Part Master data not specifically assigned to other departments, including Resellable, ECN and Inactive statuses. Vendor information controlled by purchasing.
3. Manages Bills of Materials in conjunction with Engineering, Production Planning, Purchasing, Inventory Control, Manufacturing and Finance departments.
 - a. Create / Revise Part Master data.
 - b. Create / Revise BOMs for Finished Goods, and subassemblies.
 - c. Establish part routings and material assignment to appropriate operation centers.
 - d. Works with Inventory Control/Material Handling to incorporate lean principles into production processes (DFM).
 - e. Review cost impact of BOM changes, notify Finance when costs need to be rolled.

Manufacturing Engineering

1. Manage and coordinate Engineering Change Request and Change Order process throughout company departments (Tech Services, Marketing, Manufacturing, Purchasing, Accounting and Engineering). Ensure change order activities are complete and timely. Track history and maintain records.
 - a. Assist in ECN creation, review ECN submissions for interdepartmental actions, and control distribution for departmental review throughout company.
 - b. Conduct weekly review meeting
 - c. Track departmental approval and ECO implementation progress
 - d. Coordinate Norway change orders relating to Jøtul NA products
 - e. Manage online documentation archive



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Technical Publication Support

1. Assists Documentation Manager with publication generation and maintenance and as needed.
2. Maintain electronic files of part drawings and sheet metal flats at correct revision, notify MFG ENG when new revision need to be linked to SOP TV menus.

QUALIFICATIONS

Skills & Competencies

- Computer Skills
 - Advance Excel
 - Intermediate Word, PowerPoint, and Adobe Acrobat
- Excellent Communication both verbal and written
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Team-building
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Judgment - The ability to formulate a sound decision using the available information.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

EDUCATION\EXPERIENCE

- AS or BS Degree or 3+ years' experience in manufacturing processes and/or product lifecycle management systems including ECO and BOM maintenance processes.
- Lean Manufacturing principles (5S practices, Kaizen/Kan Ban processes) a plus
- Epicor ERP Production Engineering functions a plus

PHYSICAL DEMANDS

Physical Abilities		Lift /Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)



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Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	O (Occasionally)		
Bend	O (Occasionally)		

Push / Pull

12 lbs or less	O (Occasionally)
13-25 lbs	O (Occasionally)
26-40 lbs	N (Not Applicable)
41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound (85 decibels)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Safety glasses, steel toe shoes)

WORK ENVIRONMENT

This position is both an office and warehouse position. While in the warehouse, temperature seasonally can be 90 - 100 degrees.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.