

Job Description: Shop Coordinator

Summary:

The primary function of the Shop Coordinator is to ensure timely operations by maintaining work processing administration efforts, time keeping, internal/external notifications, material requisitions, parts acquisition, material / parts conformance inspection, receipt / issue / inventory of components, materials, and repair parts.

The role of the Shop Coordinator ensures that all Shop inventories are maintained up to date and accurate at all times. Maintains Just-In-Time (JIT) inventory efforts, dedicated parts inventories, controlled inventories, consigned inventories, requisitions for replenishment items, and receives parts through the use of approved HSIS systems. Issues parts out to technicians and customers alike and maintains all inventories of assigned materials, parts, components, tools and equipment.

The Shop Coordinator compiles and records production data for work processing and compares records and reports on production, consumption of material, quality control, and other aspects impacting production. The Shop Coordinator may perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using various technologies & systems. The Shop Coordinator calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. The Shop Coordinator assists the Sr. Shop Coordinator in maintaining work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions and purchase orders for the procurement of materials. The Shop Coordinator also sorts and distributes work tickets or materials and computes employee time, provides information relative to processing work, advises on scheduling and priority control, participates in audits & evaluation of department performance and assists in preparation of maintenance reports and statistical performance data. Coordinates with vendors to ensure adequate repair parts and supplies are maintained to support production requirements, administers purchasing efforts, and provides customer service support and status updates as well as performing other duties as assigned. The Shop Coordinator must always promote a strong company image through professional conduct, exemplary work ethic, and clear concise communications.

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Work Performed:

- Read job cards to determine: job status, work authorizations / limitations, estimate, description of problems, expected serviceability, and material needs.
- Analyze various schematic diagrams to proficiently identify materials, parts & designs of components.
- Order parts for jobs promptly, as advised by Shop Coordinator.
- Utilize the most efficient and cost effective delivery schedules to meet customer demands.
- Maintain a follow-up on all open purchase orders.
- Resolve or assist in resolving issues with ordering discrepancies relative to purchased materials, incoming shipments, and outside invoices.
- Safely operate specialized equipment, including but not limited to: Forklifts, man lifts, hoists, cranes, mobile equipment, voltmeters, hand tools and various process controls once tasked trained.
- Follow best known industry practices, company defined procedures and OEM recommended procedures for noting parts identification, configuration, material compliance, condition evaluation, and inventory maintenance.
- Measure for or note proper replacement parts. Correctly requisition needed items from approved vendors, as approved by supervisors.
- Follow company procedures for requisitioning and charging for materials and parts.
- Follow company procedures for acquisition of specified replacement parts and assemblies, including but not limited to: bearings, brushes, brush holders, motor leads, gears, seals, impellers, mechanical switches, brakes, clutches, rotors, tach's, fans, end shields, pendants, chains, chain containers, hooks, trolleys, contactors, relays, control transformers, etc.
- Establish and maintain stock records and other documents such as inventory, material control, accounting and supply reports
- Review and verify quantities received against bills of contracts, purchase requests and shipping documents
- Unload, unpack, count, segregate, palletize and store incoming supplies and equipment
- Construct bins, shelving and other storage aids as needed for inventory management.
- Simplify and standardize the collection and use of inventory & maintenance data
- Raise the quality and accuracy of performance, cost and parts data through improved material & process management.
- Coordinate and maintain rapport with key vendors.
- Generate purchase orders and contact vendors to confirm pricing and availability.

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- Place orders to meet customers' schedules and follow up with suppliers on order status.
- Assist personnel when necessary to identify and confirm incoming product.
- Monitor purchase orders, resolve pricing and/or product discrepancies.
- Understand and follow Standard Operating Procedures (SOP's), applies common sense understanding to carry out written, oral or diagram instructions.
- Regularly uses a computer and suite of tailored software programs.
- Coordinates with other contract and subcontract personnel to ensure workflow.
- Ensures compliance of relevant SOP's, and provides input on SOP updates as necessary.
- Compliant with SOP, maintains records of work instructions, reference documents, images, quality documents and job assessment reporting.
- Ensures compliance with customer quality standards.
- Performs assessment and evaluation of process changes.
- Performs internal/external quality audits & vendor performance evaluations.
- Ensures completion of administrative reporting, daily statistics, logs, task narratives, and generates reports when needed.
- Must have mental ability to concentrate on fine detail such as daily report conciliation.
- Must have ability to communicate effectively verbally and in writing.
- Abides by and ensures compliance with all company safety and security regulations.
- Complete required paperwork and / or data input for each job accurately and on a timely basis.
- Observe all safety procedures and use proper protective gear (especially eye and ear protection)
- Keep work area neat, clean and organized as directed.
- Assist technicians or other service center personnel in skilled or non-skilled duties as directed.

Knowledge:

- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

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- Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Fundamental knowledge in Stock control and accounting procedures
- Fundamental Knowledge in Procedures for shipping, receiving, storing and issuing stock
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models

Skills:

- Proficient with PC, Microsoft Excel, Microsoft Word, Microsoft Office, Adobe
- Understanding of coding structures – account numbers, labor distribution, cost codes, vendor codes, sales codes, etc.
- Basic mechanical aptitude with rudimentary knowledge of pneumatic, hydraulic, electrical and mechanical systems.
- Strong business communication skills and ability to promote professional image.
- Fundamental knowledge of AC & DC motors and motor applications.
- Ability to understand, perform and retain various skill-related training and operational and safety procedures.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Operation and Control — Controlling operations of equipment or systems.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination — Adjusting actions in relation to others' actions.
- Friendly, business-like telephone manner
- Ability to work as a team member

Abilities:

- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a tool to exact positions.

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- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Frequently lift and / or move up to 55 lb.; talk and hear.
- Regularly push, pull or move up to 200 lb.; stand; walk; use hands to finger, handle, or feel and reach with hands and arms.
- Occasionally lift and / or move more than 55 pounds; balance and stoop, kneel, crouch.
- Clearly see 20+ feet with or without corrective lenses. Have ability for close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Activities:

- Work is generally conducted in a shop office environment.
- Work may require lifting up to 55 lbs.; stooping; climbing; prolonged standing; prolonged sitting. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.
- Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes.
- Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to confirm conformance or identify materials, parts, and component assemblies.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
- Communicating with Supervisors, Peers, or Customers — Providing information to supervisors, co-workers, and customers by telephone, in written form, e-mail, or in person.
- Handling and Moving Objects — Using hands and arms in handling components, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as lifting, balancing, walking, stooping, and handling of materials.

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Detailed Work Activities:

- Identify worn, damaged, or defective electrical or mechanical parts.
- Sourcing OEM or OEM equivalent replacement parts.
- Maintain accurate records for time keeping, internal/external notifications, material requisitions, parts acquisition, material / parts conformance inspection, receipt / issue / inventory of components, materials, and repair parts.
- Measure dimensions and weights of materials, products or workpieces to verify conformance to specifications.
- Calculate dimensions and weights of materials, products or workpieces to verify conformance to specifications.
- Operate PC, various process controls, hand tools, and test instruments.

Minimum Requirements:

- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations in a timely manner.
- Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Initiative — Job requires a willingness to take on responsibilities and challenges.
- Self-Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Availability — Must be available to work outside normal business hours on occasion.
- Familiarity with electro mechanical rotating apparatus preferred
- Purchasing: 2 years (Preferred)
- electrical products: 1 year (Required)
- Microsoft Office: 2 years (Preferred)
- Preferred minimum level of education: High School graduate or equivalent. Knowledge of automated data systems and automated data system input required.
- Military service preferred.