

NJ1367833

Production Control Clerk

Inductotherm Corp
Rancocas, NJ, 08073

Public transit available.

Duties and Responsibilities

PRODUCTION CONTROL CLERK

Throughout Inductotherm's history, we have pioneered a number of "firsts" in our industry. We continue to grow in size and scope, creating and refining technologies that were scarcely theoretical, let alone practical, just a short time ago. It's inspiring to see how far we've come. We believe that some of our greatest moments are yet to be developed as we continue to make advancements.

Candidate should have a High School Diploma or General Education Degree (GED), and one year of professional level experience in a business office. Coordinate and expedite the flow of work and materials within or between departments according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress on work, inventory levels, costs, and production problems. Candidate will provide a wide variety of administrative and support services to the Production Control Manager to maximize efficient workflow.

Essential Functions:

- Familiar with manufacturing processes, producing routings, and entering stock numbers.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Distribute production schedules or work orders to departments.
- Able to handle detailed transactions.
- Proficient in computer applications, including Microsoft Office products with emphasis on Word, and Excel.
- Proofreading, spelling, filing, and grammar skills.
- Phone and communication skills, and able to express oneself clearly and persuasively by telephone, e-mail or in person.
- Work independently and have a high degree of filing and organizational capability.
- Able to work in a fast paced environment and handle a large volume of work quickly and accurately.
- Team player and have a strong willingness to assist others.
- Neat business like appearance.
- Regular in attendance, able and willing to work a reasonable amount of overtime.
- Will handle miscellaneous duties as assigned.

Non-Essential Functions:

- Able to type 40WPM
- Familiar with Lotus, spreadsheets, and databases.

Essential Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Read and understand information and ideas presented in writing.
- Listen to and understand information presented through spoken words and sentences.
- Communicate information and ideas, written and verbally so others will understand.
- Able to bend and reach, able to sit at a work station for long periods of time and able to traverse the building.

Non-Essential Physical Requirements:

- Must disclose any surgical implants, pins, braces or other devices that could be affected by induction fields.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Condition of Employment:

- Must be able to satisfactorily complete the Inductotherm Corp. hiring process requirements which includes a comprehensive assessment, drug testing, and a background check.

Equal Opportunity Employer • Minorities/Female/Disabled/Veteran
Non-smoking Environment • An E-Verify Employer

Nature of Work

Duration: Full Time, Regular

Normal Work Days: Monday, Tuesday, Wednesday, Thursday, Friday

Working Hour per Week: 40 hour(s)

Normal Work Shifts: First (Day)

Post is open till: 30th May, 2018

Education

Applicants should have a High School Diploma/GED

Experience

Applicants should have experience of 1 year(s) .

Minimum Age

Applicants should have age 18 yrs. (Child Labor Laws)

License

Applicants should have following driver's license: Class D/Regular:

Benefits

Leave: Paid holidays, Vacation/paid time off, Medical

Retirement: 401K, Profit sharing

Insurance: Dental, Health, Vision

About Inductotherm Corp

Inductotherm Corp is the worldwide leader in induction technology and is headquartered in Rancocas, New Jersey. We design and manufacture the most advanced melting, heating, holding and pouring systems for virtually all metal and material processing. At Inductotherm Corp., your growth potential is unlimited. We offer a competitive salary, excellent benefits and a Profit Sharing Plan.