



POSITION: OE Inventory Logistics Coordinator

DEPARTMENT: Product Operations

DIVISION: Production

SUPERVISOR: Production Manager

CLASSIFICATION: RFT

General Purpose of Job: The OE ILC is responsible for assisting the OE Purchasing Agent, along with tracking open POs from submission to receipt in a consistent manner. In addition, the individual will ensure conformance of all products and processes to all applicable customers and regulatory requirements while complying with ISO guidelines set forth by Stillwater Designs.

Essential Functions of Job:

- Responsible for following all ISO Certification processes
- Responsible for reviewing submitted purchase requisitions
- Assist the OE Purchasing Agent with following up on open PO's
- Analyze reports/requests from Production to determine the required goods or services
- Track shipments to ensure timely delivery and work closely with OE Purchasing Agent and Vendors to resolve any issues.
- Ensure the shipments meet or exceed delivery time requirements
- Prepare report(s) on purchasing activities, including supplier performance and inventory levels.
- Verifies receipt of items by comparing items received to items ordered.
- Performs physical inventory counts of finished goods, as required by Production Manager
- Maintaining accurate records of Production inventory by tracking incoming, performing physical counts, managing stock levels and reporting any discrepancies to ensure proper storage and availability of products.
- Preparing reports on inventory levels, stock turnover and potential issues to share with management.
- Manage distribution and control of documents and assist in making sure all documents released are up to date with the most current revision
- Demonstrate a working knowledge of Oracle
- This person must have very good communication and delegation skills and must be able to make independent decisions on a regular basis.
- Demonstrates a working knowledge of all workstations
- Assist the Production Manager and all company operations and special projects on an as needed basis
- Ability to add, subtract, multiply, divide, read and write
- Responsible for knowing how and where to find process specifications and procedures and adhering to them
- Responsible for following all safety rules and always maintaining housekeeping at a level of excellence

Preferred Functions of Job (Not Required):

- Ability to use a computer, printer & labeler
- Proficient in MSWord, Excel, Access and Adobe

Educational and/or Experience Requirements of Job:

- High School Diploma or GED



- Competent to understand education and training required quarterly

Personal Demands of Essential Functions:

- Must be a team player who displays self-motivation, integrity and the ability to take initiative
- Exceptionally motivated to ensure conformance to job specifics, as well as to Manager's instructions.
- This person should be able to work without supervision and be able to make independent decisions. Some overtime may be required.
- This person must be very organized and thorough.
- This job requires close mental and visual attention.
- Capacity to understand and willing to follow production rules
- Exhibit a cooperative, compatible, and punctual work ethic

Work schedule Monday – Thursday 6:00 am – 4:30 pm

Punctuality is required.

Environmental Conditions of Job:

The work environment is intermittent exposure to noise, odor or other factors of minor disagreeableness. This person will frequently work near moving mechanical parts and vibration from driving the forklift. There is a moderate noise level and hearing protection is not required.

Participation in the Daily Stretching Program is required.

Signatures:

Jay Ralston:
General Manager
