



Position: Production Control Coordinator
Date Written: 01/31/2020
Classification: Non-Exempt
Reports to: Director of Operations
Branch Location: Los Alamitos

Job Summary:

Work with area supervisors and project managers to ensure materials, documentation, tooling and technicians are allocated and available prior to scheduled start of job.

Duties and Responsibilities:

- Improve productivity of the shop floor by eliminating roadblocks, shortages, and delays.
- Create, review or modify program schedules in Microsoft Project. Perform daily status of work in process and update dispatch reports for the team.
- Assist manufacturing management and supervision in establishing resource assignments.
- Identify scheduled resource conflicts and present to Operations and Engineering Management for solutions.
- Identify critical shortages, initiate follow-up with Purchasing, and assist Management in establishing solutions to resolve the shortages.
- Communicate to Supply Chain Management “line stoppage” shortages requiring immediate actions.
- Assist in coordinating the packaging and movement of hardware for outside processing (e.g. Thermal Cycling, Painting, NDI).
- Work with production and material control to ensure inventory transactions are performed according to standard work. Assist with inventory accuracy initiatives (cycle counts) to ensure physical stock matches electronic system.

Education/Experience/ Training:

- High School Diploma or General Education Diploma (GED)
- 2+ years previous work experience in production control and/or manufacturing experience in aerospace and defense industry or other AS9100/NADCAP industry (satellite assembly or bonding experience a plus).
- Experience with Microsoft Office Suite (Excel, Outlook, Word, PowerPoint)
- Experience with Microsoft Project Server is a plus.
- Excellent oral and written communication skills.
- Knowledge of lean management and 5S principles.
- Ability to read and understand drawings and materials specifications a plus.



Knowledge and Skills:

- MRP / ERP system experience (Global Shop or higher-level suite such as SAP).
- Microsoft Office Suite
- Knowledge of some or all of the manufacturing processes below is preferred and would be advantageous to the candidate.
 - Hole prep – drill, ream, countersink, deburr, and match drill.
 - Fastener installation – Rivets, bolts, wet/dry install, torque.
 - Bonding – unsupported and supported film, injection, premixed and two part adhesives.
 - Finishing – composite trimming, core trimming, sanding, solvent cleaning, edge seal.
 - Assembly – hard tooling, laser tracker, hardware alignment, match bonding/drilling.
 - Hand tools, power tools, crane, forklift & measuring equipment (caliper, scale).

Duties and responsibilities may be added, deleted, modified or changed at any time at the Company's discretion. Changes may be made formally, informally either verbally or in writing.

Work Environment

- Employee should be comfortable working in a shop floor environment.
- Majority of the factory is a contamination-controlled area (CCA) with temperature and cleanliness requirements.
- Hands on work environment. Common for production control to assist with material handling or other manufacturing processes as required.
- High level of face-to-face interaction with management, engineering, planning, quality and procurement groups.
- Comfortable shifting priorities and adapting to customer/management change requests.
- Business casual work attire. While on the floor employees are expected to wear smocks at all times

Physical Requirements:

- Ability to safely or sit up to 40% of shift
- Ability to stand, walk, and navigate production floor up to 60% of shift
- Able to use stairs to ascend/descend from 2nd Floor Engineering/Administration areas
- Able to use hands, fingers, arms to assist with material handling or other manufacturing processes as required. This requires reaching, grabbing, holding and lift of materials and/or parts.
- Able to use phone, radio, and computer, with or without accommodation
- Occasionally lifts and moves objects weighing up to 50 pounds
- Ability to read, write and converse in the English language.
- Required PPE: safety shoes, gloves, dust mask, safety glasses, respirator, gloves as needed.



Work Schedule:

A 40-hour workweek is standard, but at times additional hours may be required to fulfill the duties and responsibilities named above.

Citizenship Requirements:

ITAR “U.S. Person” Information

Alliance does not discriminate in hiring on any basis, including citizenship, and our job postings are open to US citizens as well as non-U.S. citizens. However, the person hired will have access to information and items protected under the International Traffic in Arms Regulation (ITAR), and therefore that person must be a “U.S. person” as that term is defined under ITAR, 22 CFR 120.15.

A “U.S. person is defined as a 1) U.S. Citizen, 2) a lawful permanent resident, 3) a refugee given asylum in the U.S., or 4) a temporary resident granted amnesty.

Accordingly, it will be necessary for our company to confirm and verify your status as a “U.S. person” under ITAR.