

**Job Summary:** The Manufacturing Support Coordinator is responsible for controlling a high mix, high volume workflow through the machine shop. This position requires a high level of detail attention coupled with proven organizational skills. The Manufacturing Support Coordinator facilitates the efficient flow of materials and complex machined components through the production process.

**Key Areas of Responsibility:**

- Schedule and route material, work orders and ancillary hardware to assigned resources.
- Monitor all business unit work orders for accuracy and completeness.
- Works across multiple departments and business units to efficiently process work orders.
- Follow established safety and material handling procedures.
- Coordinate directly and indirectly with outside processors to ensure successful completion of assigned tasks.
- Move materials between various machining centers, in process inspection and shipping.
- Monitor and execute machining, fabrication, and assembly plans.
- Ensure scheduling targets are identified and achieved while maximizing efficiency.
- Ensure that all contractual requirements and deliverables are achieved.
- Monitor and maintain documentation during project duration.

**Skills & Experience:**

- 2+ years' experience in a metal contract manufacturing environment (preferably for US Government Prime contractors).
- Working knowledge of metal machining, welding, metal-finishing, fabrication, and general assembly experience.
- Ability to participate in cross-functional teams.
- Possesses critical thinking, decision making, and problem solving skills.
- Demonstrate planning and organization skills.
- Excellent personal communication skills (written and verbal).
- Experience working in an AS9100 regulated environment.
- Microsoft Office Suite proficiency.

**Academic Requirements:**

- Associates Degree (or equivalent work experience).

**Travel & Physical Requirements:**

- Must be able to lift up to 50 lbs unassisted; must be able to sit or stand up to 8 hours per day uninterrupted.
- Overtime as required to meet project goals.