

Job Title:	Cell Coordinator		
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Position Overview:

Supervise factory employees in a manufacturing and assembly environment: plan and assign work, implement policies and procedures and recommend improvements in production methods, equipment, operating procedures and working conditions.

Essential Duties and Responsibilities:

- Directing all work activities of the salary and hourly workforce, establishing goals, monitoring results, and taking actions as necessary
- Working closely with other areas such as engineering, marketing, sales, supply chain, human resources, training and payroll
- Responsible for the daily management of manufacturing process including:
 - Department staffing and training
 - Production Planning
 - Quality Control
 - Inventory Control
 - Scrap Reduction
 - Process Improvement
 - Workflow Management
 - Personnel attendance
- Ensuring effective employee relations; providing employee coaching and development; making employment decisions; resolving employee issues through problem resolution
- Balancing quality, productivity, cost, safety and morale to achieve positive results in all areas; working to continuously improve in all areas
- Managing departmental performance measures, including visual controls and providing regular progress reports to process line manager
- Participating in and providing training and development
- Maintaining and controlling departmental budget

NOTE: This list presents only the principal duties of the position and is not intended to be comprehensive. Other duties and responsibilities may be assigned as dictated by the business needs and conditions.

Education and Experience:

- Bachelor's degree or equivalent, and 5-7 years' experience in a manufacturing facility
- Knowledge of lean manufacturing principles and techniques is preferred, and strong problem solving skills are required
- Pending position assigned, this position may require a working knowledge of both CNC and conventional machining, and familiarity with processes in assembly and specialty services
- An understanding and working knowledge of process development and improvement tools to drive improvement activities within the assigned manufacturing cell, as well as new product introduction, troubleshooting process and product problems

Competencies and Skills:

- Must have working command of the English language
- Must be able to communicate in English verbally and in writing (verbal instructions, written memos and instructions)
- Must be proficient in Microsoft Word, Excel, and PowerPoint
- Excellent verbal and written communication skills are required
- Other essential skills and experiences desired:
 - Leadership: a demonstrated ability to lead people and get results through others
 - Planning: an ability to think ahead and plan over a 30-day time span and prepare action plans to achieve results
 - Supervision: employee hiring and retention, performance review and discipline
 - Measurement of performance to goals and standards
 - An ability to balance and achieve positive results in the areas of safety, quality, productivity, cost and employee relations
 - Quality orientation and attention to detail
 - Problem analysis and resolution
 - Strong interpersonal and communication skills
 - An ability to manage multiple priorities
 - Strong team player

Physical Demands:

- Must be able to stand, sit, stoop, squat and walk
- Must be able to lift up to 30 pounds

NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment and Personal Protective Equipment:

Employees may be exposed to manufacturing noise, airborne liquid chemicals, fine particulate dust, ambient temperatures, and industrial lighting. Work environment is similar to most manufacturing operations. May be exposed to excessive noise, temperatures, hazards associated with working around moving machinery, work in confined quarters, exposure to vibrations and shop lighting, continuous exposure to hot temperatures, may be humid, odors, dust, continuous exposure to mechanical hazards, and occasional exposure to chemical hazards.

The following Personal Protective Equipment is required:

- Safety glasses with side shields and hearing protection required when on manufacturing floor

The use of additional personal protective equipment (PPE) may be required when a job task(s) is being completed in or around your assigned department or in another department, this includes safety eyewear, hearing protection, and safety footwear