



JOB DESCRIPTION

Title: BOM & Production Control Coordinator

Date: 9/17/2025

Classification: Hourly (Non-Exempt)

Reports to: VP of Operations

Job Summary:

Coordinates workflow within the various departments to expedite production. Process and input all new orders as they are received from BOM Department.

Responsibilities:

- Create accurate Bill of Materials, making corrections when required
- Assign Part Numbers as required
- Process work orders as they are generated
- Set up new work orders for manufactured assemblies (make sure there is standard routing & material structured) & input orders for labor capture
- Set up new work orders for subparts of manufactured assemblies & input orders for labor capture
- Print the boiler pick list from shop floor & distribute work orders to shop by department
- Verify the quantity made and material used after work orders are completed in the shop & returned to Production Control
- Post material & receive parts into inventory after checking for accuracy
- Make corrections as required to completed work orders and close orders
- Perform other related duties as required

Skills/Abilities Required:

- Must be able to communicate verbally and in writing
- Must be capable of following verbal and/or written instructions
- High School Diploma (or GED)
- Proficiency with spreadsheets, ERP systems, and email
- Strong understanding of physical inventory, accounting, and ERP systems
- Ability to prioritize work and maintain a high level of organization
- Must have good mathematical skills and logical reasoning
- Must be accurate with numbers with attention to details
- Must be able to work independently with little supervision
- Can grasp, stoop, squat, and sit for long periods of time or can perform duties with reasonable accommodation