

Operations Planning Coordinator

Job Summary:

The Operations Planning Coordinator has responsibility for the inventory management process throughout the factory and will perform daily cycle counts to ensure inventory accuracy. They will be responsible for documenting the results of this work to a high degree of accuracy within an ERP software system. This position will also be responsible for new item builds and daily workload release for the factory.

This is an on-site hourly position and requires a daily presence at our Cle Elum, WA facility. The work schedule is as follows: 7:00 a.m. to 3:30 p.m., Monday – Friday.

Responsibilities:

- Assists in the execution of Operational Efficiency goals to improve production efficiency and financial performance.
- Serves in a support role to Operations by providing accurate reporting, insights, and assistance in short to medium-term operational decision making.
- Participates in daily workload planning and work order management for the shop floor.
- Distributes scheduled tasks to department staff to meet assigned deadlines.
- Perform daily cycle counts and adjust inventories on a revolving list of items throughout the facility.
- Conducts in-depth research to reconcile inventory discrepancies, to include working with Production, Shipping, and Order Fulfillment personnel.
- Execute continuous improvement projects to maximize efficiencies in inventory cycle counting and reduce discrepancies.
- Perform detailed, efficient, and accurate data entry.
- Prepare monthly reports for cycle count and pick-lists count for monthly highlights.
- Build product route and bill of materials for new items in ERP system.
- Operate forklift as needed.
- Perform other related duties as directed.

Preferred Requirements:

- College degree is preferred
- ERP system experience is preferred
- LEAN knowledge a plus

Skills/Competencies:

- 2+ Years' Experience in a position responsible for inventory
- Excellent communication and interpersonal skills.
- Basic computer skills for maintaining inventory logs and databases.
- Must have very high-quality standards and degree of accuracy and organizational skills.
- Solid work history that demonstrates reliability and ability to thrive in a team environment.
- Adaptable and easily adjusts to changing work conditions with a positive attitude.

- Develops and maintains positive work relationships with both management and co-workers.
- Self-motivated with demonstrated ability to problem solve and think independently.
- Receptive to coaching and utilizes critical feedback to grow skills.
- Ability to use 2-way radio.
- Ability to conduct Time Studies.

Working environment:

While performing the duties of this job, the employee is regularly exposed to a warehouse environment. While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to use hands and fingers to type or dial, climb, or balance, stoop, kneel, crouch or crawl, and reach with hands and arms.

The employee must be able to lift and/or move up to 50 pounds. This position requires computer use. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and ability to adjust focus.

Compensation:

Shoemaker Manufacturing has an effective process for assessing market data and establishing ranges to ensure we remain competitive. You are paid within the salary range based on your experience and market position.

The hiring range for this hourly position is: **\$23.60 - \$29.50**

Employees may be eligible for pay incentives based on overall corporate and individual performance or at the discretion of the CSWI Board of Directors.

Benefits:

At Shoemaker, our employees enjoy the following benefits to support their physical, financial, and emotional wellness. These benefits include comprehensive medical, dental and vision plans, 401(k), ESOP, life insurance, paid time off program with paid holidays, and various wellness programs.