



Material Coordinator

Job Description

The Material Coordinator is responsible for cutting various materials to appropriate sizes according to work instructions given (route sheet). The Material Coordinator maintains a clean workspace, works in a cell based environment, inspects their own work, and is responsible for producing quality product on time for the customer according to IPC standards. The Material Coordinator reports to their Shift Lead and to the Northfield Plant Manager. This position is for 2nd shift (2:00pm-10:30pm, Monday-Friday)

Responsibilities and Duties:

- Read, follow and sign route sheet
- Read and understand blueprints within the route sheet
- Use various tools to accurately cut materials to be used for producing flexible circuits
- Review and inspect work
- Move work orders within Paradigm
- Organize and manage cycle counts for all inventories. Support and assist office staff with special projects as needed.
- Review materials for shelf life limits and perform cycle count adjustments to ensure material inventory accuracy.
- On time delivery reporting and investigation into causes for late shipments.
- Pulling stock and managing obsolete stock.
- Maintain supplier database to include necessary approval paperwork, ITAR and ISO certifications.
- Participate in, implement, and create continuous improvement ideas
- Understand and actively participate in 5S initiatives

Requirements:

- High School diploma or general education degree (GED)



- 18 years of age
- PCB manufacturing experience preferred, but not required.
- Able to read, interpret and follow customer and IPC specifications
- Demonstrates a very high attention to detail
- Able to work on feet for long periods of time
- Must successfully complete position specific training and pass the applicable written test
- Able to work flexible hours and overtime as needed to support business needs

Working Conditions

- Work is done indoors in a climatically controlled facility.
- Work on the plant floor may present an exposure to possibly hazardous conditions. Proper safety equipment is provided by the company for employees, its use is mandatory.
- This position requires the operator to stand for eight or more hours per day as well as repetitive motions in the upper body.
- This position requires the ability to lift up to 80 lbs.