



## Job Description

### Production Coordinator

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**Department:** Operations  
**Location:** Delano  
**Reports To:** Production Planning Manager  
**Pay:** \$35K-\$45K + Benefits

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#### **JOB SUMMARY:**

This position requires excellent communication skills. The person chosen for this position will be helping to coordinate existing orders, new orders for the day of production and use of setbacks in production. Coordination between sales and production and shipping will be routine.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Will assist Production Planning Manager in planning, preparing and communicating a master schedule for production, which includes estimates for volumes and size distributions of citrus fruits.
2. Direct sales orders to the correct packing area using the Production Packing Screen.
3. Update and change estimates using the estimating spreadsheet and input the changes into Oracle.
4. Complete the Export Report every morning before the daily meeting.
5. Coordinate with Sales Department on special packing requirement and needs.
6. Coordinate with Sales on production status and ability to complete order, and special requirement.
7. Coordinate with Shipping Department on production status.
8. Communicate with Packing Supervisor about packing changes due to shipping needs, i.e. truck is waiting on fruit.
9. Communicate dry goods requirements to the Dry Goods Analyst.

#### **Qualifications:**

1. High school diploma or equivalent; AA/AS highly desirable.
2. Experience in food processing or production environment desirable.
3. Excellent communication skills. Ability to communicate with plant personnel and management.
4. Advanced computer skills (Word & Excel)

#### Other Requirements

- A. Successful completion of substance abuse screening required upon offer of employment.

If you would like to apply to this position, send your resume immediately to [ngcajobs@ng.army.mil](mailto:ngcajobs@ng.army.mil) and state you are applying for this position, or you can call The Work for Warriors staff @ 916-854-4426.