



Processor

SUMMARY

This position will be responsible for the processing of all paperwork needed for all production departments to manufacture panels, track, crates and all other information to accurately produce customer orders. It includes processing & printing the appropriate processing forms, production forms and creating visual aids in a timely and efficient manner to ensure a smooth flow from processing to production. The Processor will act as a liaison between order processing, look-over, order entry, purchasing, manufacturing and shipping to resolve status, production, and delivery inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop product knowledge and learn how panel types work together to verify the customer is getting what they expect.
- Must be able to work in a fast-paced environment and be able to prioritize workloads as needed.
- Maintain weekly schedules up to 4 weeks out to ensure production & shipping efficiencies.
- Create & verify all needed paperwork for the production floor.
- Print pick tickets daily and cross check order information to ensure accuracy.
- Verify all orders against Purchase orders, pick tickets and customer order form.
- Must be computer knowledgeable and work in several stand-alone programs such as Word, Excel and all processing programs.
- Communicate process, requirements, concerns and timing to Account representatives and resolve problems. May need to escalate problems to management level where necessary and appropriate.
- Work with other departments to resolve problems and reduce warranty issues, improve workflow.
- Other duties as assigned by management.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are respective of the knowledge, skill, and/or ability required, but are not intended to be all-inclusive. Reasonable accommodations may be needed to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Minimum 2 years post High School education or equivalent work experience is required. Must be able to work with several different departments in a friendly professional manner.

LEADERSHIP SKILLS

Has demonstrated the ability to lead to higher levels of performance by building a case for change and leading through others. Is an active learner who is empathetic to the challenges experienced throughout the sales cycle and is passionate about coaching others to maximize their performance.

LANGUAGE SKILLS

Ability to communicate throughout the organization in written and verbal form. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and technical documents. Ability to effectively present information and respond to questions from groups of managers and customers.

MATHEMATICAL SKILLS

Ability to apply simple math concepts; such as fractions, percentages ratios, and proportions to practical situations. Ability to use key analytical metrics to drive improvements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, talk or hear. The employee is frequently required to sit. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust and focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is typically in an office environment at a workstation with computers and other equipment with normal levels of noise. It will be necessary on a frequent basis to walk within a light industrial work environment with higher noise levels – heated but not air conditioned - to meet and communicate with other personnel to conduct business. Employee will be exposed to temperature and humidity variations through the seasons of the year. Personal protective equipment (PPE) must be worn as required. Overnight travel may be required occasionally.