

Work Coordinator Cover Letter

957 Johns Terrace Beaufort, OR 31702

Dear Cameron Effertz,

I am excited to be applying for the position of work coordinator. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for other work management (planning and scheduling) support and perform other duties as directed.

My experience is an excellent fit for the list of requirements in this job:

- Track incoming parts to ensure delivery dates are in line with aircraft build schedule
- Analyze supplier reports to identify priority parts, look for alternate or internal solutions to drive production forward
- Analyze and track overall aircraft shortage during build, and provide visibility on build progression to FAL (Final Assembly Line) Management team
- Ensure overall TA OSW planning and coordination with Logistics, Quality, Methods and Supplier Work Party for TA OSW completion as per plan
- Ensure overall TA OSW performance and on time completion
- Chair daily TA OSW governance meetings with TA OSW Suppliers
- Provide overall visibility on TA OSW including but not limited to shortages, RNCs, hours of remaining work per supplier to Final Assembly Line (FAL) management team
- Deploy and maintain TA OSW KPIs, Visual Board and governance presentations

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Emery Olson