Downloaded from <https://www.velvetjobs.com/job-descriptions/manufacturing-coordinator>

# Example of Manufacturing Coordinator Job Description

Our company is looking for a manufacturing coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manufacturing coordinator

* Maintains budget and spending report for HR department
* Basic project management skills, such as building timeline, following up on action items
* Participate in routine practices and team projects relating to TPM, 5S, Six Sigma, Scrap, SMED, Safety, Quality
* Coordinate Product Introductions (Eg
* Provide general administrative support to the function as necessary, including preparing correspondence, presentations, preparation of routine reports and department metrics, recording and distributing all required meeting minutes, reviewing and responding to e-mails as appropriate and assisting with requests from departments members or other internal customers for support and direction on resolving issues
* Complete set-up and maintenance of hard copy and electronic files per departmental guidelines
* Coordinate travel arrangements and on and off site meetings within defined budget, including but not limited to scheduling, site selection, contract negotiation, travel/transportation arrangements, agenda preparation, meeting and promotional supplies
* Write, edit and create and maintain various department reports
* Maintain vacation and floating holiday calendars for department personnel as required
* Participate as a member of teams as assigned to coordinate activities and act as a conduit of information to other departments

## Qualifications for manufacturing coordinator

* CSCP / CIM qualification preferred
* Act as backup for other functional administrative roles
* High School Diplomas required
* Very proficient with MS Office products, including Word, Excel, Powerpoint and Outlook required
* Must possess self-direction, initiative and attention to detail
* Ability to interface successfully with a large range of both internal and external functions and personnel