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

# Example of Mill Job Description

Our growing company is searching for experienced candidates for the position of mill. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for mill

* Mill Wide Coordinator leads by example, knowing and following safe work practices, policies and procedures
* Communicate and coordinate batching schedule and production with appropriate personnel maximizing efficiency while following FDA, GMP, and QA procedures
* Troubleshoots equipment by noticing/investigating problems, performing repairs or submitting work notifications for repairs
* Maintains proper documentation for processes and equipment
* Performs specific functions as defined in certified skills
* Perform all requisitions and purchasing for the Mill ingredient, supplies, and maintenance
* Create and send planning sheets for ingredient purchasing daily
* Communicate with corporate ingredient purchasing daily
* Responsible for all Ingredient logistics to prevent outages
* Daily, Weekly and monthly inventory reconciliation

## Qualifications for mill

* Approach positional responsibilities in an inclusive manner by engaging all team members in area, department, and mill
* Minimum 2 years of continuous employment preferred, and preferably in a manufacturing facility, OR have an Associate’s degree in engineering, electronics or science
* Willing to work rotating shifts, including nights, weekends, and holidays
* Ability to train in and comprehend complex process systems
* High math ability with a minimum score of 6 on the WorkKeys Math test
* Excellent prior work history and safety record