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# Example of Specialist Production Job Description

Our innovative and growing company is looking for a specialist production. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for specialist production

* Reviews Loans submitted for Cancel / Decline and determines if can be ‘saved’ by restructuring and assigns proper final disposition where applicable
* Counsels SMBs in communicating with Borrowers regarding elements of Loan Product or Structure
* Provides coaching & training support to SMBs in partnership with Sales Manager
* Participate & help coordinate in the file escalation process in partnership with the Production Analyst & Sr
* Advises the Production Staff in Pipeline Management
* Proficient in laying adhesive – 4 hole – 1,100 per 8 hour with less than 3% rejection rate
* Proficient at sealing chips - .015 all positions 65 per 8 hours and .015 chip blank at 75 per 8 hours with a reject rate of less than 3% of sealed chips
* Proficient at lay chips – tops or bottom – 560 per 8 hours with a reject rate of less than 4% of laid chips
* Proficient at bar code instillation – 1,500 per 8 hours with a reject rate of less than 1% of bar codes placed on cards
* Demonstrated ability to follow build sheets and maintain proper record keeping of all production records

## Qualifications for specialist production

* Able to inspect own parts, interpret prints, utilize GD&T tolerances
* Competent with operating and programming Mitsubishi EDM machines
* Competent with GIBBS programming software
* The ideal entry level candidate will still have a minimum of 3+ years post high school work experience in a position requiring customer support, attention to detail and compliance with verbal and written direction from management
* Operators must be able to use a microscope and small hand-held tools (tweezers, screw drivers, ), often using both hands at the same time
* Two-year technical degree/diploma or HS Diploma/GED three to five (3-5) years of on-the-job experience