



Example of Manufacturing Support Team Member Job Description

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Our company is growing rapidly and is looking for a manufacturing support team member. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for manufacturing support team member

- You will expedite and optimize material flow through the supply chain to meet customer requirements
- You will coordinate with Manufacturing and Operations Management to provide shop floor control on make parts
- You will coordinate with Supply Chain stakeholders including Procurement and Operations Management to determine an appropriate time phased plan for procured parts and execute processes to ensure deliverables meet production schedule requirements
- You will maintain MRP parameters including lead times and lot sizes and coordinate with the Engineering and Change Board Representative to make the associated changes to the BOM
- You will primarily act in a Master Production Scheduler (MPS) role in the Production Planning & Control (PP&C) team and work with all functional areas to develop detailed production schedules utilizing Microsoft Project
- Assist Manufacturing Engineers by providing input and developing Machine Shop processes
- Provide technical input on machining processes to new hardware proposals
- Support the design/development of new or modified equipment or methods/systems for improved performance through analysis and check-out
- Analyze requirements for special projects and recommend methods and processes to accomplish work
- You will collaborate with shop supervision, technicians, MRP controllers,

Qualifications for manufacturing support team member

- Experience with EVMS concepts and methodologies
- Knowledge of NWRM (Nuclear Weapons Related Material), shipping, receiving, packaging, and inventory processes
- Knowledge with NISPOM (National Industrial Security Program Operating Manual) Security Rules and Regulations
- Well organized with ability to prioritize multiple tasks
- Knowledge of CFR49 (Title 49 of the Code of Federal Regulation) rules and regulations
- Proficient OS8244 (Ordnance Specification) packaging requirements, MIL-STD-129 labeling, MIL-STD-1320 blocking and bracing