

Production Assistant

Piconics Inc, a micro-electronics manufacturing company, is seeking talented, highly motivated individual to support the Production Planning Department. Two years of previous manufacturing or office assistant experience is a plus. Piconics is willing to train the right person. This is a full time (40 Hours per week Monday through Friday) first shift position.

Job Responsibilities

- Generating Work Orders for Production Floor using MS Great Plains, Crystal Reports & MS Office.
- Provide daily status of production schedule and shipping report to Production Manager and Assistant Production Manager.
- Act as Production liaison with Quality Department to prioritize workflow.
- Elevate manufacturing issues to appropriate department.
- Oversee stock room, raw & semi-raw materials inventory levels.
- Distribute stock room materials to manufacturing.
- Maintain raw material logs with lot numbers and expiration dates. Attach MSDS labels as required.
- Assist data entry to input labor and inventory transactions from work orders as needed.
- Assist the bagging and shipping department as needed.
- Other duties as directed by management.

Required Qualifications/ Experience:

- Computer literate and proficient in Microsoft Excel with focus on numbers accuracy.
- Capable of maintaining excel databases & spreadsheets.
- Highly organized with the ability to multitask with minimal supervision
- English is required.
- Neat, Concise, and legible handwriting.
- Good hand to eye coordination for handling small parts.
- Excellent communication skills and attention to detail.
- Ability to follow both written and verbal work instructions.
- Ability to lift up to 25 lbs.
- High School Diploma or GED.

Beneficial Experience:

- Knowledge of Great Plains (Microsoft Dynamics) is a plus.
- 2 years' experience in an office, manufacturing, or customer service environment.
- Associates degree in relevant field.