

Rulmeca Corporation
3200 Corporate Drive, Suite D
Wilmington, NC 28405

Production Coordinator Job Description

- Learn ERP System (Microsoft AX/Dynamics 365).
- Mesh well and become an active member of the team.
- Create and close workorders.
- Check pulley producibility in (Microsoft AX/Dynamics 365) .
- Advise Production Engineer of work order items needing to be produced by Rulmeca US.
- Advise Production Engineer of work order items needing to be ordered from Germany.
- Advise Production Engineer of work order items needing to be ordered from US vendors.
- Make work order and BOM adjustments.
- Post the delivery notes in Microsoft AX so invoicing can be processed.
- Update pulley serial number information.
- Place parts replenishment orders with RDE, biweekly.
- Purchase locally-sourced items, as needed;
- Request updates from Germany about late orders.
- Assist with production planning as needed.
- Update and print Weekly Invoiceable Shipped RMP chart.
- Create, update, and print Weekly RMP Backlog Report weekly.
- Print BOL and labels on orders to be shipped via LTL.
- Affix labels on orders to be shipped via LTL.
- Contact courier to pick up orders to be shipped.
- Print documentation and labels on orders to be shipped via courier.
- Affix labels on orders to be shipped via courier.
- Track inbound air/sea freight shipments.
- Obtain air freight, sea freight, LTL, and courier quotes for sales team.
- Post RDE delivery notices on daily basis.
- When RDE deliveries arrive, post orders into Microsoft AX so parts can be stocked locally or shipped out to customers.
- Submit shipping damages claims.
- Enter everyday counting journals for stock adjustments in Microsoft AX;

Job Type: Full-time

Salary: From \$36,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account

- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

COVID-19 considerations:

All employees must wear a mask while working. All surfaces are sanitized daily. 6ft protocol. All exhaust fans run constantly.

Education:

- High school or equivalent (Required)

Experience:

- MRP: 2 years (Preferred)

Shift availability:

- Day Shift (Preferred)

Work Location: One location