

JOB TITLE: Production Control Specialist

For nearly 50 years, Aqua-Aerobic Systems has provided thousands of customers with adaptive treatment solutions in biological processes and filtration for both water and wastewater applications. Our knowledge and expertise in applied engineering and manufacturing allows us to provide highly efficient and cost effective technologies that require less energy, less maintenance and provide a low cost of ownership over the life of the plant.

As a leader in the water and wastewater treatment industry, we are growing and have a number of exciting positions available right now, including a **Production Control Specialist**, located in Loves Park, IL.

JOB SUMMARY

Reporting to the Production Supervisor, the Production Control Specialist, will manage production control for rotating sales, and issue and track work orders to ensure material is supplied to the production floor. In addition the Production Control Specialist will handle daily job closures and assist other members of the Production Control team.

Aqua is seeking dedicated, hardworking individuals who assume full ownership of their tasks and deliverables. Our organization values commitment to excellence, customer service, strong work ethic, and willingness to support team members as required for the overall success of the business.

JOB RESPONSIBILITIES

1. Review Rotating Products sales orders and determine methods to build production jobs.
2. Create new manufacturing part numbers with operations and bill of materials to support Rotating Products, Aftermarket Sales and used equipment requirements.
3. Back up and assist Production Control Supervisor in processing engineering releases and change orders.
4. Assist processing of received return material authorization.
5. Release travelers and drawings to shop to ensure production schedule is met.
6. Interface with Manufacturing, Purchasing and Rotating Product Sales personnel on material status and production planning.
7. Perform daily and period-end system Production Control functions, such as receiving and closing production jobs, resolving negative on hand inventory issues and adjusting accounting supply parts
8. Back up to Production Control Warranty Coordinator for receiving and processing warranty claims.
9. Back up and/or assist Production Control Warranty Coordinator for labor entry and issuing materials to work orders.
10. Other projects as assigned.

MINIMUM REQUIREMENTS

1. Associates Degree in a related field and a minimum of 3 years of related training and experience or any equivalent combination of training and experience.
2. Must be computer literate and be knowledgeable MS Office software. Clear written and verbal communications. Must be able to read mechanical and electrical drawings.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be computer literate and have familiarity with MS Office software.
- Must have comprehensive understanding of Rotating Products – product knowledge, Vantage software and current methods of manufacturing.
- Proficient data entry skills and ability to operate a printer, a calculator, a copy, and a fax machine.
- Excellent oral and written communication skills are a must.
- Must be able to prioritize and be able to organize.
- Must be self-motivated and have the ability to multi-task in a fast-paced environment.
- Strong analytical skills and the ability to solve practical problems are mandatory.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements and expectations that may be performed in the job.

EOE/Minorities/Females/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.