



ISO 9001:2008  
Quality System  
Cert. Number 1133

**KDL Precision Molding Corp.**

11381 Bradley Avenue  
Pacoima, California 91331  
(818) 896-9899 \* Fax (818) 896-8276  
www.kdlprecision.com



## **JOB DESCRIPTION**

### **Production Coordinator**

**Reporting:** *Reports directly to the Vice President / General Manager*  
**Position:** *Salary*  
**Hours:** *7:00 am to 5:00 pm Monday thru Thursday*  
*7:00 am to 2:30 Friday (Hours may be adjusted at the discretion of the Vice President)*

#### **Purpose and Scope:**

The Production Coordinator has the primary responsibility for the planning and processing of molded products. These duties include the following in detail:

#### **Responsibilities:**

You are responsible for establishing the molding and operational schedules that meet customer and internal requirements.

You are required to coordinate with Purchasing to ensure material and product inventories are suitable for processing.

You are required to communicate to the customer all delivery requests and the status of each project.

#### **Requirements:**

You must have at least a minimum of 5 years experience in the rubber molding industry which includes rubber molding and manufacturing operations.

You must be articulate, read, write and speak English fluently. Bi-Lingual in Spanish is a plus.

You must be proficient in Microsoft Word so that your documentation and presentations are understood.

You must be proficient in Microsoft Excel so that you can create formulas and databases that are understood.

You must exhibit proven problem solving techniques to the resolution of complex tooling, molding, assemble and quality assurance related problems in a high production environment.

You must be team oriented and willing to take responsibility for critical manufacturing decisions.

G: Quality, KDL Master, 6.0 Resource Management, Job Descriptions



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You must be able to lead a cross-functional team and have a good understanding of basic problem solving techniques along with a working knowledge of Solid Works, CAD system.

You must have some cost accounting experience with your manufacturing knowledge.

Requirements may be waived upon the discretion of the Vice President depending upon experience or results of the interview.

Note: This is an at-will position.