



PRODUCTION COORDINATOR



Date: 03/01/2018

Location: Elgin, IL USA

Department: Production

Job type: Full-time, Salary

Company Overview

Newhaven Display is a leading global display company that produces electronic display products for a wide variety of markets and applications. Our products include cutting edge LCD, VFD and OLED technologies.

Benefits

At Newhaven Display, you are empowered to create a career that will take you to where you want to go. Here, you'll enjoy the freedom to explore new projects, the support to think outside the box and the advanced tools and technology that foster innovation and achievement. We offer an excellent working environment, salary and benefits package including vacation pay, medical, profit-sharing and advancement opportunities within the company.

About the Job

Newhaven Display is seeking a full-time Production Coordinator to support the Production Supervisor in a variety of activities as it pertains to the production and assembly of our product. The goal is to ensure that daily operations meet and exceed daily delivery and performance expectations.

Responsibilities

- Must be able to assemble small parts and solder.
- Ensure proper operating procedures (SOP's) are followed.
- Address all quality concerns.
- Provide assistance to those assembling products.
- Assist in setting up work stations for production.
- Enter Database information for orders
- Must understand job ticket information and Client expectations.
- Assist with coordinating shift operations.
- Organize and maintain electronics lab to ensure product quality, tool & equipment availability, and work area cleanliness.
- Contribute to achieving production goals.
- Foster, motivate, and continuously train workers.
- Establish and maintain a positive relationship with coworkers.
- Work directly with supervisor, quality, logistics and office personnel.
- Complete all other duties and projects as assigned.

Requirements

- High school degree or higher
- Assembly or transferable experience
- Ability to communicate proficiently in Spanish is a plus.
- MS Office proficiency
- Hands-on commitment to getting the job done
- Ability to communicate clearly and professionally, both verbally and in writing
- Self-starter and results oriented individual is a must
- Strong organizational and time management skills
- Ambition, strong work ethic and willingness to learn
- Must be able to stand for majority of the day