



Materials Planner and Coordinator

If you are looking for an exciting place to work where you will make an impact, you will learn incredible new cutting edge technologies and be part of the team that brings those to reality Owens Design is the place for you. Our team is not big so every one of us are essential to the success, we treat our people with respect and you have an opportunity to excel and grow your career. Stability- we have people working at ODI for 20+ years, people are our number one priority as part of our company culture. You will play a key role in our organization through building tools. Why Owens Design Owens Design mission is enabling high tech manufacturers develop complex equipment for critical programs on accelerated schedule. Founded 38 years ago, we are profitable and financially strong. Best engineering firm in the Valley, we have been awarded top 20 places to work in Fremont by Zippia

<https://lnkd.in/g37NkJ9>

Owens Design has been selected for the 2019 Best of Fremont Award in for Manufacturing.

<https://lnkd.in/eFHi6iN> #design #fremont #manufacturing

Owens Design customer received Best Product Award at SLAS in San Diego (ODI designed machine) Our customers are very diverse, we have a large presence in SEMI, Bio Med, Display, Emerging Technologies (3D Printing, Energy Storage, Etc) and Disk Drives (we developed machines many years back which are still running). To date we shipped north of 3000 machines worldwide – our customers are mix between Fortune 500 companies to Start-ups.

Summary of Job Duties:

The Materials Planner and Coordinator will, under limited supervision, assist the production team to achieve project realization, by understanding, identifying, and facilitating material needed for product realization with the goal of meeting timelines throughout the project's production cycle. Candidate will work on multiple projects and will have a wide variety of tasks which include but are not limited to; project related administrative duties, scheduling of materials, and data analysis. An ideal candidate will have excellent communication and planning skills, creative problem-solving abilities, thorough understanding of Bill of Materials, and the ability to quickly adapt to changing priorities.

Specific Job Duties:

- Plans and schedules work order kitting and material releases to meet production requirements.
- Conveys material requirements to purchasing and verifies performance to schedule.
- Gathers and organizes data to report material status for each project including shortages and material required dates for production meetings. Communicates information as needed to appropriate teams.
- Collaborate with purchasing and receiving to locate missing parts, reallocates materials to meet production schedules

- Coordinate with engineering, production, purchasing, and receiving to assist in addressing material procurement and material availability
- Identify risk, mitigate, and escalate to get support as needed
- Support various administrative tasks including purchase requisitions, material discrepancies, tracking material shortages and work with purchasing to expedite material.
- Collect and Report project status data to internal stakeholders and management in an effective and clear manner.

Min. Qualifications Required:

- Experience working in a manufacturing environment. Working knowledge of manufacturing methods, process improvements, problem-solving techniques, and procedures
- Adept at utilizing an ERP System, and MS Office (Excel, Word, PowerPoint).
- Ability to learn to work in a fast-paced environment.
- Excellent organizational skills with strong attention to detail.
- Excellent verbal and written communication skills, able to communicate cross-functionally, and collaboration abilities.