

Position: Material Expediter  
Reports To: Stockroom Supervisor  
Status: Non-Exempt

**BASIC WORKER FUNCTION:**

Expedites flow of parts and assemblies within or between departments in accordance with production schedules and department supervisor's priorities.

**ADDITIONAL GENERAL DESCRIPTION OF TASKS:**

Coordinates with production planner as to what parts or assemblies are top priority. Confers with department supervisors to determine parts required or overdue. Follows up on purchased parts by communicating with purchasing. Relays process scheduling information and the anticipated availability of parts or assemblies to production planner.

Reviews customer service back order report and assures necessary work orders have been issued. Follows up and expedites the customer service work orders.

Follows work in process through various stages of production. Locates and move parts to specified production areas. Maintains equipment used. May drive company truck as needed to pick up and deliver critical parts. Drives forklift as required.

Trains other workers. Serves as consultation resource with other workers. Observes all safety regulations. Other duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read blueprints.

Knowledge of production flow within and between departments.

Ability to analyze order schedules.

Ability to analyze customer service back order report.

Ability to keep accurate records.

Ability to compile shortage reports.

Mathematical skills sufficient to keep accurate inventory records and disburse parts accurately.

Ability to pass forklift truck test and obtain required license.

Current driver's license and good driving record.

Basic Computer literacy.