



## **JOB DESCRIPTION**

### **PRODUCTION CONTROL SPECIALIST**

#### **Company:**

Kays Engineering is a machinery manufacturer located in Marshall, Missouri. We design and build the DeHoff, Eldorado, and TechniDrill brands of precision drilling machines. We have over 4,000 machines in service all over the world in the automotive, aerospace, firearms, medical, and petrochemical industries. For additional information visit our website at [www.kays-dehoff.com](http://www.kays-dehoff.com).

#### **Requirements:**

- Good verbal and written communication skills
- Good computer skills – Microsoft Word & Excel, ERP software experience
- A working knowledge of manufacturing processes, i.e. Welding, Machining, Assembly, Engineering
- Experience with creating and maintaining manufacturing Bills of Materials
- Experience in reading mechanical drawings is preferred
- Experience in machining/machine building is preferred

#### **Duties:**

- Assist with maintaining a Master Schedule for production of DeHoff, Eldorado, and TechniDrill drilling machines
- Work with various programs within the manufacturing system to provide accurate information for job process and inventory – Job Closings, Job Pick List, Planners Analysis Report
- Work with Engineering, Manufacturing, Welding, Assembly, and Shipping/Receiving on any problems which may occur due to print changes, incorrect materials, or outside vendor problems
- Maintain stock inventories of purchased parts and manufactured parts
- Work with vendors to ensure inventories are maintained to support production
- Ensure material availability to meet production schedule
- Process Engineering Change Notices, document changes, and relay to the production team
- Monitor cost of jobs – labor and materials
- Other duties as assigned by Kays Engineering
- Reports to Manufacturing Vice President

To apply, please send Resume and completed Employment Application to: [matt.kays@kays-dehoff.com](mailto:matt.kays@kays-dehoff.com)



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