

Production Coordinator

We have an exciting opportunity for a **Production Coordinator** to join our team!

You will be an integral part of coordinating production orders for Hydraulic Power Units.

Job Responsibilities

- Disseminate in-bound HPU orders to Hydraulic Administrator and ensure they are entered and confirmed in a timely manner.
- Create daily production schedule for HPU, Fabrication, and REP technicians.
- Proactively communicate lead time and delivery dates to customers and JHF sales team.
- Respond to customer concerns and inquiries regarding all manufactured items.
- Search for competitive parts quotes from other distributors and determine method of shipment for incoming components if expedite is required.
- Collaborate with Hydraulic Manager and Hydraulic Specialist team to respond to Outside Sales concerns regarding power unit and fabrication orders.
- Allocate freight and supplies expenses to all Hydraulic production orders.
- Manage unused non-stock items and ensure their cost and disposition are accounted for appropriately.
- Ensure all produced assemblies are appropriately prepared, skidded, and secured for shipment.
- Determine mode of delivery for all produced assemblies based on customer requests and needs.
- Close out Hydraulic production orders and communicate costs and margin to JHF sales.
- Other duties as assigned.

Requirements

- Strong attention to detail, organization, and ability to multi-task
- Strong Excel Skills and written and oral communication skills
- High school diploma. Knowledge of general office or administrative procedures; education and related experience beyond high school preferred. Familiarity with the Fluid Power Industry preferred.

About John Henry Foster

John Henry Foster Company is a Full-Line fluid power distributor and service provider and is the Midwest leader in fluid power sales. We have been serving our customers for over 75 years! To learn more about us, please visit www.jhf.com.

Benefits

We offer a competitive salary with excellent benefits which include: medical, dental, vision, life, 401(k) with company contribution, Employee Stock Ownership Plan, tuition reimbursement, paid time off, paid holidays, and much more!

To Apply

If you meet the requirements, please send us a current resume along with salary expectations to careers@jhf.com

JHF Co. is drug free and is committed to employing a diverse workforce. EOE/F/M/D/V