

## **Job Opening Summary**

Position: Production Control Coordinator  
Department: Production Control  
Reports to: Production Manager

## **General Responsibilities Outline**

- Effectively schedule production to ensure 95% on-time delivery goal is maintained.
- Work with all production departments to coordinate and manage job progress. Communicate status updates to the Production Manager and/or Sales Dept.
- Coordinate with department leaders and engineers to ensure timely completion of job quotations and return of information to the Sales Dept.
- Work with department leaders and engineers to correct production problems and adjust the schedule accordingly to meet budgetary and time constraints.
- Coordinate with Shipping/Receiving and Sales to ensure efficient and timely flow of products being shipped out and inventory being taken in.

## **Qualifications**

- Bachelor's Degree
- Ability to read and work from technical drawings and instructions
- Proficient in Microsoft Office Suite
- Methodical, detail-oriented and organized
- Self-motivated and driven with a strong work ethic
- Effective written and oral communicator

## **Company Profile**

Since 1977 PFG Precision Optics has manufactured and coated a wide range of ultra-high precision optics for defense, medical, semiconductor, scientific, and test & measurement fields. Our skilled team of engineers and technicians utilize the latest equipment and tooling to meet our customers' ever-changing needs.

Learn more about PFG Optics: [www.pfgoptics.com](http://www.pfgoptics.com)

## **Company Benefits**

PFG offers a competitive benefits package for our full-time employees, including: paid vacation, paid holidays, medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, and fitness center reimbursements.