

HEATH TECNA

Job Posting

Title: BOM Specialist/ PCS- Integration
Reports To: Operations Manager
Application Deadline: Until Filled
Posting: Internal/External

Responsibilities:

- Creates Item Masters & maintains base data in AX
- Creates, maintains & revises base BOM(s) & routes in AX
- Revises “Scheduled” production BOM(s) & routes as required
- Creates & maintains Bottom-up-BOM structures utilizing EPR(s)
- Process Flam EAMR(s) for Flammability Testing
- Create & maintain Service Bulletin BOM(s) & routes
- Creates & maintains planning sketches
- Mark-up ERR for drawing distributions
- Audits & analyzes base BOM(s) & routes as required for accuracy
- Coordinates activities with Prod. Ctrl, PM, Design Eng, Purchasing., ME, Stores/Shipping
- Coordinate part number roll decisions with Engineering
- Processes / incorporates engineering changes & production requests to base routes.
- Coordinates changes by communicating revisions to production & Prod Ctrl group
- Coordinates with Master Scheduling to meet prod order release requirements as required
- Researches and analyzes part history
- Redlines production routes that are in work as necessary.
- Communicates and coordinates engineering stop work notices
- Creates and maintains Standard Work Instructions for production.
- Fundamental use of Excel
- Works with EMIS, Bellingham Systems, Planning System, DMS, etc. as needed
- DBT participation on assigned projects
- Primary Focal for Manufacturing Planning / BOM group on assigned projects

Requirements:

- Bachelors degree in applicable discipline or equivalent professional experience required
- Minimum 3-5 years applicable experience
- Advanced knowledge of Bills of Materials and Planning Structures.
- Advanced ability in reading engineering drawings & interpreting process/material specs.
- Advanced knowledge of AX or other MRP system.
- Proven analytical and communication skills
- Proficiency in MS Office Suite (Windows, Word, Excel).
- Excellent oral, written, and organizational skills
- Lifting requirement: 30 lbs

Equal Opportunity Employer

