

Bantom Global Industries

Manufacturing Coordinate Associate

Detroit, Michigan

Bantom Global Industries, Inc. is a premiere contract manufacturing supplier focusing on green technology solutions. Our objective is to create the precision “One Stop Shop program” and assist design engineering houses and others with their marketing campaigns, manufacturing and distribution, logistics and transporting, installation and preventative maintenance monitoring. All areas of operation will remain under one roof providing excellent client/customer service with utilizing the JIT (Just in Time) method to avoid an abundance of inventory and delay in product. The facility will be headquartered within the city of Detroit Michigan to supply, produce and provide alternative/renewable energy products and solutions. The main goal is to provide our customers with exceptional quality, unparalleled customer service, competitive pricing while becoming the number one supplier of alternative/renewable energy products. We invite you to learn more about our company online at: www.bantomglobalindustries.com.

Manufacturing Coordinate Associate

Plans, prepares, issues and controls production schedules and coordinates requirements (i.e.: materials) to ensure a controlled flow between work centers, offsite processes, and project needs timed to meet production or R&D requirements. Advises assigned personnel the status of work in progress, material availability, and potential production problems to ensure that personnel, equipment, materials and services are provided as needed. May schedule equipment and personnel, confirms material supply and demands, prepares work orders or purchase requests for the production or purchase of components or parts based on a master production schedule, shop load and inventory requirements. May coordinate interdepartmental activity with quality assurance, manufacturing, purchasing, engineering, inventory control, traffic, etc.; schedules and expedites the movement of parts by means of move orders, stock transfers and requests for shipping orders.

Primary Duties and Responsibilities

1. Initiates planned execution of the manufacturing program plan by providing input in the make vs. buy decisions in support of that plan.
2. Administers the reporting and tracking of cost and schedule elements of shop floor orders.
3. Coordinates the movement of parts, materials and manufacturing processes in order to achieve the cost and schedule goals for each project by working closely with engineering customers, hardware managers, shop floor supervisors, manufacturing managers, materials managers and supervisors, buyers and expeditors. Creates and releases orders for purchased and manufactured material and services as required to support the program plan and to meet all of the program goals and objectives, including cost, schedule and delivery requirements.

4. Assists in activities to provide engineering project cost and schedule information to the manufacturing shop floor. Prepares reports of project status to management.
5. Liaison between shop floor and engineering in resolving design, drawing or manufacturing problems. Identifies and corrects administrative problems in the manufacturing process.
6. Provides basic information and reports that supports and allows engineering, shop floor supervision, and manufacturing management to make manufacturing decisions regarding project performance as well as resource and equipment needs.
7. Assists in activities to develop labor and or material estimates in support of moderately complex proposals and ETCs.
8. Develops moderately complex BOMs for everything from individual components and kits up to complete end items and variations thereof.
9. Where applicable, develops and maintains BOMs and related drawing files in the manufacturing tracking system (i.e.: Cullinet or equivalent) for assigned programs that are utilizing the MRP process.
10. Assists in the development of complex manufacturing schedules.
11. Furnishes information in meetings and reports to management to allow understanding, decision-making and negotiation of problems encountered in the prototype manufacturing process.

Required Education / Experience:

1. Associate's Degree with emphasis in engineering or industrial technology, or an equivalent combination of education and experience; plus a minimum of 4 years relevant experience in a Research and Development Manufacturing or Engineering environment; or a relevant Bachelor's degree.
2. Ability to determine material requirements.
3. Good planning, time management, and organizational skills.
4. Good communication and interpersonal skills.
5. Familiarity with fabrication and assembly processes.
6. Ability to read and interpret blueprints.
7. Proficient in MS Office.

Preferred Education / Experience:

1. Prefer experience with relevant applications in a Manufacturing environment.

People are the greatest asset in any Company ...

Bantom Global Industries, Inc., is committed to a high performance culture and provides an environment that challenges our employees to be remarkable and obtain their full potential.

We are an EEO/Affirmative Action Employer that understands the value of diversity and its impact on a high performance culture.

We are a Drug-Free and Equal Opportunity Employer