

Join the world leader in thermal mass flow meter technology. FCI began in 1964 by pioneering the development and application of thermal dispersion flow and level sensing technology. The Company is the world-recognized leading manufacturer for solving flow and level measurement applications for industrial process and plant applications using patented thermal dispersion flow measurement technology.

From off-the-shelf product solutions to custom engineered products and systems, FCI provides world leading experience and a record of unequalled innovation to meet or exceed our customer application demands. Complimenting FCI product leadership is a world class Flow and Level Calibration Facility in which all calibrations are performed in liquids or gases utilizing only N.I.S.T. traceable equipment and instrumentation.

Currently, we are seeking a Product Expeditor/Planner.

Position Purpose:

Under the direct supervision of the Manager of Planning, this position will be responsible for coordinating, prioritizing, scheduling and troubleshooting standard product, accessories and spares to ensure on time shipment deliveries to customers.

Essential Job Functions (primary duties and outputs of position):

- Expedite job orders from Stockroom through Final Inspection to ensure on time customer delivery.
- Be the primary liaison between Planning/Manufacturing and Sales for customer order follow up, delivery status and rescheduling.
- Gather customer order line items to prepare and consolidate shipments.
- Work with manufacturing, test, inspection and planning to troubleshoot/rework product and material discrepancies identified by final inspection.
- Communicate with Planners to create reliable commit dates for customer orders.
- Manage inventory control of finished goods products and accessories.
- Coordinate and track job orders that go to outside service suppliers to ensure timely turn-around through internal and external processes.
- Assist with prioritization of backlogged customer orders in final inspection.
- Pick accessory customer orders, prep for shipment and deliver to shipping.
- Clean and final assemble products as required prior to delivering to shipping.
- In conjunction with Production Management, influence change to improve processes ensuring overall customer commitments.
- Other duties as assigned.

Safety

- Follow safe work practices, participate in safety training as required, and report any unsafe condition or accident.

Quality

- Understand and support the quality policy and the appropriate elements of the quality management system for their areas of work.
- Dedicate efforts to the reduction, elimination, and prevention of quality deficiencies.
- Initiate action to prevent the occurrence of nonconformities related to product, process, and quality system.

Communication

- Communicate effectively in English, both verbally and in writing.
- Maintain effective and constructive working relationships with others both internally and externally.

Job Requirements:

- Basic knowledge of manufacturing processes.
- Familiarity with industrial products and configured assembly is a plus.
- 2 or more years' experience in planner/expeditor role is preferred.
- Working knowledge of MRP systems required, Syteline preferred.
- APICS certification a plus.
- High school or GED minimum, some college is preferred.
- Deadline driven, with a keen ability to work within specific timelines.
- Demonstrated time management skills.
- Able to read blueprints and product drawings.
- Able to work on multiple projects at one time, is organized and process oriented.
- Must be able to interact effectively with all levels within the organization.
- Working knowledge of Microsoft Office suite, especially with Excel.

Skills/Abilities Required:

This position requires sitting, standing, working for extended periods of time at a computer, bending, walking, and must be able to lift/carry up to 25 lbs.

All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. These duties may be modified or changed at any time at the sole discretion of management either orally or in writing. The above statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

FCI is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law. If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative.

FCI is an ITAR required employer and active participant of the DHS and SSA E-Verify program. Contract requirements for ITAR identify US citizen or permanent resident alien in the absence of ECCN.