



Delta T Systems, Inc.
2171 Highway 175
Richfield, WI 53076
www.deltatsys.com

Production Clerk/Expeditor

Delta T Systems, Inc. is growing! We are seeking a Production Clerk/Expeditor to join our team.

With over 25 years in business, Delta T Systems, Inc. is a leading manufacturer of energy efficient water and oil circulating temperature control equipment and portable chillers located in the greater Milwaukee area. We specialize in meeting customer needs for standard and custom design heating and cooling process solutions.

Job Summary

Organize and control release of production order documents to support the production schedule and provide administrative support to the production and planning staff. Contact vendors to ensure that merchandise, supplies, and equipment are available to meet customer delivery requirements. This position reports directly to the Operations Manager.

Position Responsibilities

- Create and maintain accurate BOM's (bill of materials) including routings and shop orders for each assembly and sub-assembly within the company's ERP system.
- Gather required documentation for all production orders and ensure the information packet is complete and available prior to the production start date.
- Analyze, process, and coordinate Engineering Change Notices.
- Develop system for organizing and controlling release of production orders or related production paperwork as required.
- Regularly perform physical inventory cycle counts, prepare inventory analysis, and reports.
- Create, maintain, and distribute departmental documentation including meeting notes, document forms, templates, and spreadsheets.
- Process, post, and distribute daily transactions and reports.
- Act as a technical resource to purchasing, manufacturing, and other departments to coordinate efforts to address and resolve inquiries and problems.
- Assess due dates of shop and purchase orders including manufactured parts build dates.
- Review the availability of manufactured and purchase parts for the assigned product orders.
- Expedite any needed manufactured or purchase parts, contact vendors as needed to ensure availability in line with production schedules and verify shipment of goods on specified date.
- Source qualified vendors for outsourcing manufactured parts and obtain quotes.
- Other duties and responsibilities as assigned.

Education/Experience

- Minimum 3-5 years of related experience in manufacturing
- Associates or bachelor's degree in a strongly preferred.

Critical Skills

- Excellent communication skills (written and verbal) with internal and external customers at all levels of the organization providing courteous, timely and accurate information.
- Analytical competencies
- Ability to solve problems involving several variables.
- Time management and organization skills are required with the ability to handle multiple tasks and to prioritize situations requiring urgent attention is critical.
- Working knowledge of Microsoft Office.
- Continuous Improvement mindset and a focus on Quality.

Position

- Competitive Benefit Package including vacation, paid holidays and medical insurance.
- Must be legally authorized to work in the United States for any employer.
- No relocation reimbursement available.
- Minimum Travel.

*Delta T Systems, Inc. is an **Equal Opportunity Employer.***