

Work Order Administrator Assistant

Job Description

As a work order administrator, will handle administrative duties of creating work order traveler packets to be put on machines. Will work closely with our Production Scheduler to ensure machine work orders are put in process on time. Responsible for having work orders accurate, completed and closed out as machines are finished and prior to orders shipping. Will also assist in providing parts to the production floor as needed.

List of Key Responsibilities:

- Review open sales orders report on a daily basis for new orders
- Responsible for generating work orders in our ERP system, NetSuite
- Responsible for printing and putting together work order traveler packets that go on machines
- Update work order traveler packets when sales order changes arise
- Track down machines in process where order changes have been made and update paperwork
- Work together with production supervisors to ensure all machines on an order are accounted for
- Complete and Close work orders within NetSuite when machines are built and ready to ship
- Ensure all work order processes and procedures are followed at all times
- Assist in providing parts to the production floor
- Other duties as assigned

Skills, Knowledge and Attitude for Job:

- Must have experience working on a computer
- Process oriented with the ability to work with others to drive improvements
- Strong interpersonal and motivational capabilities
- Highly organized
- Team player
- Ability to multitask
- Must take pride in their work
- Strives for high quality standards; Goal oriented
- Must have good attendance
- Ability to work in a fast-paced environment
- High attention to detail, quick learner
- Demonstrates good math and analytical skills
- Knowledgeable with NetSuite work order process is a plus