



Job Posting

POSITION: Production Data Coordinator (Night Shift 12am – 8am)

DEPARTMENT: Production

LOCATION: Mississauga Factory

REPORTS TO: Production Manager

PRIMARY PURPOSE:

Manager of all specifications, documents, data, and computer databases related to food safety and product quality within the factory. Reviews, analyzes, and generates food safety and product quality reports for local management and corporate headquarters. Performs training with employees on food safety and product quality specifications, documents, data collection systems, and procedures.

MAJOR RESPONSIBILITIES:

1.	Performs Master Data Maintenance Enters & Validates Materials Requirements Production planning data (Bills of Materials, Process line definitions, Recipe definitions, and stock movement configurations)
2.	Enters and validates production data <ul style="list-style-type: none">Validates materials usage transactions and associated variancesValidates declared production transactionsMonitors and corrects failed material usage and declared production system messagesValidates and corrects machine hours and produced qty transactions in support of manufacturing efficiency reportingFinalizes and complete production run data.
3.	Performs Raw and Packaging Materials Management Functions <ul style="list-style-type: none">Validates raw and packaging receipt informationInitiates and manages materials movement transactions in direct support of Materials Handling associatesCorrects system generated error messages (or unused transactions) related to Materials Handling functionsValidates and directs stock rotation process
4.	Performs Inventory Management Functions: <ul style="list-style-type: none">Manages Inventory cycle count processPerforms variance analysis and resolutionPerforms balance reconciliation between warehouse and inventory management systems
5.	Performs Factory Process Improvement Functions: <ul style="list-style-type: none">Map factory processes and implement improvementsDocument SOP's for materials handling functionsTrain production crews on GLOBE standard business processes
6.	Performs other activities as directed by acting manager or supervisor

POSITION REQUIREMENTS:

Education: 2 year degree or technical certification in business or database administration, or related fields.

Experience: Minimum 2 years work experience related to document control, data analysis, database administration, employee training, or related fields.

Technical: Individual must be detail-oriented and well-organized, with intermediate to advanced computer and typing skills. Individual will be required to acquire a basic understanding of all areas of the dry pet food manufacturing process, the relevant processes required in each area, and the relevant data that is collected from each area.

NEXT STEPS:

Interested applicants should review their intentions with their immediate supervisor prior to submitting their resume.

Applications may be forwarded in confidence either by mail to the attention of **Krupa Lalloo**, via e-mail to krupa.lalloo@purina.nestle.com or sent via fax to 905-855-5712. The closing date for this posting is

November 23, 2010.

Posted: November 10, 2010

Remove: November 23, 2010