



**Job Title:** Manufacturing Order Processing Specialist

**Department:** Operations

**Location:** New Castle, DE

**Reporting Relationships:**

Reports to: Operations Manager

**Position Summary**

Lead order processing activities to ensure customer demand is met while maintaining our site standards in the areas of productivity, cost, quality, standardization and safety. The position is responsible for analyzing and leading all order fulfillment activity. The Order Processing Specialist conducts final testing on both established self-manufactured products as well as Outside Purchases.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Be proficient in all testing methods and data entry.
- Promptly communicate important quality concerns to management and co-workers
- Ensure accuracy of Job Work Order paperwork for self-manufactured and repaired instruments.
- Ensure that all goods for shipment have the appropriate shipping documents prior to shipment and appropriate transactions are completed within Syteline.
- Ensure timely receipt of materials against purchase orders to support customer demand and delivery.
- Ensure that all goods received in inventory have the appropriate shipping documents and proper labeling prior to staging.
- Performs large volumes of material transactions with speed and accuracy utilizing Syteline.
- Possess strong planning, organizational and analytical skills.
- Establishes and communicates production activities by monitoring open orders, tracking the progress of production and reviewing factors that affect delivery.
- Monitors and reports On-Time Delivery performance.

- Monitor and reports First Pass Yield performance for self-manufactured and repaired instruments.
- Performs order processing activity within multiple sites including inventory moves and activity within multiple inventories.
- Assist in the packing and preparation of goods for shipment.

**Requirements:**

- Possess a High School diploma or its equivalent
- Minimum 3 years' experience of Order Processing/Fulfilment Activity
- Minimum 3 years' experience working with an ERP Software.
- Excellent communication and computer skills.
- Demonstrated ability to work well in team settings.
- Must be available for overtime and remain flexible with work schedules.
- Strong interpersonal skills.
- Strong troubleshooting and problem-solving capabilities.
- Able to interact with employees at all levels

For consideration, please reference Job Title and submit Cover Letter and Resume to Human Resources Attn: Anne Oreskovich

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