



Global Communication Semiconductors, LLC

Corporate & Foundry
23155 Kashiwa Court, Torrance, CA 90505
Telephone: 310-530-7274 Fax: 310-517-8200
Website: www.gcsincorp.com

Job Title: **Production Control Coordinator**
Job Req: #0692
Department: Production Control
Status: Full-Time/Exempt
Shift: Day

Job Description

- Coordinate schedule of production and engineering orders
- Inventory Management – assist with management of Epi wafers and finished goods
- Wafers in Progress (WIP) – assist with setting priorities and expediting lots
- Verify customer order requirements and schedule
- Lot Start Kit - Prepare documentation, obtain approvals and issue wafers
- Update lot information in MES system
- Maintain Photomask Inventory
- Assist with supply chain management
- Assist receiving coordinators in receiving activities

Job Requirements

- Minimum of AA degree and three to five years of related experience, or equivalent combination of education and experience
- Certificates, licenses and registrations desired: APICS CPIM
- Familiar with production control/material handling in semiconductor wafer fabrication or similar manufacturing
- High level of accuracy and attention to detail
- Proficient working in a fast-paced environment and under strict deadlines
- Friendly, courteous, service-oriented, and flexible, and enjoy working with a variety of staff
- Computer skills required: Contract Management Systems; Inventory Software; Microsoft Office Suite; Project Management Software