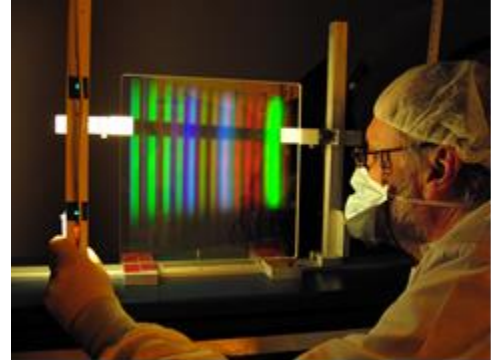




## Job Description: **Production Coordinator**

### Summary Description:

Plymouth Grating Laboratory (PGL) is a small, focused technology company in the Boston/South Shore area which specializes in the development and manufacturing of optical diffraction gratings for laser applications using thin-film coating, photolithography, chemical processing, and optical metrology. PGL is seeking a detail-oriented, highly motivated Production Coordinator to be responsible and the principle point of contact for launching, tracking, and shepherding manufacturing jobs.



### Primary Responsibilities:

- Owns and executes Job Release Process
  - Works with Sales and Engineering to ensure correct specifications, drawings, designs, and data needed to manufacture a product are clearly documented and available to Manufacturing
- Ensures substrates, custom tooling, and materials & supplies are in house on time
  - Works with Engineering and Purchasing to identify, quote, and order outside items according to schedule
- Ensures internal travelers are accurate and up-to-date
- Coordinates completion of customer certification traveler
- Coordinates shipping process
  - Works with Sales and Staff to get products out the door in a timely fashion
- Improves existing or develops new systems as needed to accomplish the above tasks

### Qualifications:

- Naturally gifted in organization, planning, problem solving, time management, documentation
- Ability to communicate with all staff professionally and clearly, both orally and in writing
- Strong technical abilities, including mechanical and mathematical

### Experience and Education:

- Skilled user or creator of production systems (such as logistics, planning, scheduling, and data organization and manipulation) in a precision manufacturing environment
- Background and/or interest in science and engineering highly desired
- Education: Bachelor's Degree in an Engineering field highly desired

Apply online at: [plymouthgrating.com/about-pgl/careers](http://plymouthgrating.com/about-pgl/careers)