

DOUBLE **HH** MFG.®

DIVISION OF HOPE HAVEN, INC.

P.O. BOX 176 ▪ 207 WESTVIEW DRIVE ▪ ROCK VALLEY, IA 51247-0176

Production Scheduler/Customer Service

RESPONSIBILITIES AND DUTIES

1. Responsible for entering PO's from contract machine customers.
2. Responsible for customer acknowledgements on all contract machining PO's.
3. Responsible for all subcontract purchases (heat treat, plater, etc.) related to all shop floor orders.
4. Responsible for all related PO order data & related customer inquiries to ensure high levels of customer service & accurate internal data.
5. Assist with all production machine scheduling.
6. Follow safety procedures and promote safety measures among coworkers.
7. Represent overall philosophy of Hope Haven, Inc., and Double HH Manufacturing to coworkers, public, suppliers and customers.
8. Perform all duties as assigned by management

PHYSICAL REQUIREMENTS

1. Physical ability to sit for extended time periods.
2. Physical ability to operate computer.

QUALIFICATIONS

1. Must have prior production scheduling experience and/or 2-year business or related degree.
2. Must have strong Customer Service skills.
3. Must have demonstrated knowledge and use of Excel/Word/PowerPoint & Crystal Reports.
4. Demonstrated analytic and problem solving skills.
5. Excellent interpersonal skills.
6. Detail oriented.
7. Strong sense of urgency to meet needs both internally and externally.
8. Leadership & organizational skills.

Please send cover letter and resume to doublehh@doublehh.com



Phone: 712/476-3200 ▪ Fax: 712/476-2802 ▪ email: doublehh@doublehh.com