

Looking For A Great Entry Level Position With Growth Potential?

Bristol ID Technologies
1370 Rochester Street
Lima, NY 14485
www.bristolid.com

Bristol ID Technologies is looking for a

Production Planner

Job Description:

Coordinate and expedite the flow of work and materials.

- Calculate figures such as required amounts of labor and materials using computers and calculators.
- Compile and prepare documentation (work order) related to production sequences.
- Requisition and maintain inventories of materials and supplies necessary to meet production demands.
- Prepare and distribute production reports.
- Schedule courier pick-ups and deliveries to local vendors.
- Confer with production personnel to establish job ship dates and communicate these to customer service.

Requirements:

Mathematics – knowledge of arithmetic, algebra, geometry and their applications. The ability to add, subtract, multiply, or divide quickly and correctly and to choose the right mathematical methods to solve a problem.

Computer Knowledge – Excel, word processing, file and records management.

Management of material resources

Time management

Communication – both written and verbal

Associates degree required - Bachelors degree preferred.

Please see the Job Connection for additional requirements.

Company Overview

Founded in 1975, Bristol ID Technologies has excelled for the last 31 years as a top provider of innovative solutions in custom card manufacturing and identification badging systems.

Monroe Community College
Career and Transfer Center
1000 East Henrietta Rd.
Rochester, NY 14623
585-292-2248

www.monroecc.edu/go/careercenter

How to Apply:

Email resume to:

greatjobs@bristolid.com

by November 23, 2011