

Manufacturing Production Controller

PI (Physik Instrumente) is hiring a Manufacturing Production Controller to work in our precision machining and grinding department at our Nashua NH facility. This role will be to support our manufacturing process by initiating, coordinating and expediting the flow of materials and parts from demand through shipping. In addition to good computer skills, this is a hands-on position involving parts handling.

This individual will work directly with our Production Manager to review ERP material demands, execute a make/buy decision and assist with monitoring and scheduling shop operations. This individual will assist with resource planning and order tracking by working closely with our Machining, Grinding and Assembly departments. Work will also include kitting, packing, shipping and receiving materials throughout the production process.

This position will be based in our Nashua, NH location, however, the individual will work closely with our production team in Hopkinton, MA and may be required to be at that location one or more days in any given week.

Job Responsibilities Include:

- Work closely with our Production Manager to coordinate production
- Monitor production demands from ERP and initiate work orders
- Review and maintain production schedules
- Assist with capacity tracking and planning
- Communicate with other departments
- Create and maintain paper and electronic documentation
- Purchasing parts and materials
- Preparing purchase orders for outside services
- Parts cleaning and preparation for shipment
- Kitting, packing, shipping and receiving materials
- Updating and tracking parts cost and inventory using Excel and ERP
- Incoming and outgoing inspection of materials
- Transporting materials between facilities and suppliers as needed

Key Position Qualifications Include:

- High School Diploma, Associates' or Bachelors' degree preferred
- 2 years of experience in a technical manufacturing or machine shop environment
- Must possess a blend of mid to upper-level computer skills with the physical capability necessary to work in a manufacturing environment
- Ability to lift 40lbs
- Ability to work independently and communicate clearly

Competencies Desired:

- Familiarity with machine shop environments and detailed parts drawings
- Experience with ERP/MRP and PLM

Full time permanent role, Monday-Friday, 8am-5pm

- Only US Citizens or Green Card holders with permanent US work authorization can be considered as this position is governed by the regulations and guidelines of ITAR.



Candidates must be able to produce evidence of the permanent ability to live and work in the US as an employment contingency.

PI USA is specialized in Air Bearing positioning systems boasting over 200 man-years of in-house air bearing design experience. Linear, planar XY, and rotary air bearing stages and custom turnkey systems are available to serve industrial and research markets.

PI (Physik Instrumente) globally is the world leader in high precision positioning systems: Nano Positioning, Micro Positioning, 6 DOF Hexapods. Our product lines include piezoelectric-based nanopositioners, motorized stepper and servo stages, and linear motor stages. Our customers are the leading OEM's and researchers in high tech fields such as semiconductor, photonics, biomedical, aerospace, astronomy, metrology, scientific instrumentation, and scientific research in microscopy and beam lines.

PI offers a positive working environment that is team oriented and challenging. This position includes a competitive pay in addition to a very generous benefits plan including paid vacation and sick leave, medical, dental, vision, and company contribution to a 401K retirement plan.

PI Physik Instrumente, LP is an Equal Employment Opportunity Employer/Protected Veterans/Individuals with Disabilities. This is a direct hire. No agencies at this time, please no solicitations. Job requisition: 180305