
Job Description Title:	ERP BOM COORDINTOR
Department	: Engineering
Reports to	: ERP BOM Manager
Date Prepared	: October 2022

GENERAL ACCOUNTABILITY

The role of the ERP BOM Coordinator is to support the data accuracy of bills of materials on the system. You will be responsible for ensuring that work meets established internal quality standards, Integrity of the manufacturing BOM within Epicor as well as customer specifications, accuracy, and costings.

SPECIFIC ACCOUNTABILITIES:

- Responsible for the integrity of the Manufacturing BOM within Epicor to provide accurate data across all departments- Material demand, Job Specifications, BOM costings.
- Coordinate with Supply chain, production and engineering departments to establish the correct material demand on the system via BOMs.
- Accountability for correct issuing of material to machines and support of monthly and annual stock take.
- Review and cleanse BOMs and highlight any discrepancies with the BOM team.
- Provide support to all areas within the business regarding BOM, Part or Operation setup.
- New product introduction, Load Manufacturing BOM, New part creation, establishing processes, production launch.
- Coordinate and lead time studies in conjunction with the production teams to provide accurate labour costings on BOM's.
- Ensures system data is accurate through regular maintenance of Bills of Material, Production routings, and system parameters.
- Manage the accuracy of individual work to lists for key operations steps through the production processes.
- Implement ECOs into the business and update BOM's. Liaise with Engineering to update all systems and record and document progress.
- Analyze issues that arise from within BOM's & Operations and propose improvements where required.
- Assist with costing queries/cost report analysis.
- Complete any special projects as required. May be assigned to other areas of the business, based on business or customer requirements.

HEALTH AND SAFETY ACCOUNTABILITIES:

- Work in a careful and safe manner.
- Report any real or potential safety/health hazard to the Supervisor.
- Actively participate in orientation and training programs.
- Conduct daily inspections of the work area.
- Report all accidents, incidents or near misses to the Supervisor.
- Observe all legislated H&S regulations as well as established workplace safety procedures.
- Cooperate with the Joint Health & Safety Committee in any Safety Program Review.
- Works in compliance with all Administrative, Health & Safety policies and procedures as per legislative requirements and as outlined in Company policies.

EDUCATIONAL BACKGROUND & EXPERIENCE REQUIRED:

The successful applicant should have completed a Degree in Manufacturing Engineering or other relevant subject. They will have a minimum of two years' experience in a similar position. They must also:

- Must be able to work closely with others to collaborate on completion of common goals.
- Must be proficient in MS Office (including, Word, Excel, PowerPoint).
- Outstanding communication (oral/written) skills required.
- Practical Engineering experience including design.
- Self-motivated and organized.
- Demonstrate strong attention to detail.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the job.

Employee Signature

Date

Manager Signature

Date

Human Resources Signature

Date