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## VPE Thermal Expeditor / Planner / Scheduler

### Pay Range:

To be determined based on experience and capabilities.

### Summary:

Work with the heat exchanger team at VPE and create detailed fabrication schedules to keep projects organized and on track. Expedite tasks by reminding and focusing teammates and outside suppliers.

### Responsibilities:

- Create, maintain, and routinely update fabrication schedules.
- Schedule and expedite material/services purchases and track receipt. Contact vendors, place orders, verify supplies, and communicate with suppliers to determine expected delivery dates.
- Plan, schedule, and release production items per the traveler.
- Identify and resolve conflicts regarding material, outside services, capacity, and order-promising integrity.
- Develop and maintain clear communication channels between departments.
- Develop project milestone schedules and routinely update customers and management on progress and changes.
- Monitor and maintain inventory levels when necessary.
- Help with administrative tasks which may include and not limited to:
  - Contract Review
  - Purchasing
  - Internal Audits
- Diligently follow all QMS policies, complete required documentation, and input required data into ERP system.

### Reports:

- Reports to:
  - General Manager
- Direct Reports:
  - None

### Requirements:

- Excellent in the following skills:
  - Computer
  - Spreadsheets
  - Analytical ability
  - Reading and writing
  - Communication
  - Organizational
- Problem-solving aptitude.
- Associate Degree or higher in Business or relevant field; and/or proven experience.

To apply, please send your resume to [info@vpei.com](mailto:info@vpei.com) and [cindya@vpei.com](mailto:cindya@vpei.com) and include the name of the job you are applying for.