



Job Title: Production and Inventory Control Manager
Division: ECT
Location: Marlow, OK
Reports to: Vice President of Manufacturing and Logistics
FLSA Classification: Non-Exempt

JOB DESCRIPTION

Summary/Objective

In this position the Production and Inventory Control Manager is responsible for working to create, manage, and execute initiatives related to the various production and inventory requirements of the company. This position requires the ability to plan, maintain and analyze production and sales requirements, compare progress to schedule, resolve scheduling conflicts, assess data and coordinate solutions.

Essential Functions

- Plan products and raw materials in MRP.
- Production
 - Open and manage work orders.
 - Manage material shortages for production build and communicate status to management.
 - Confer and coordinate with buyers (Purchasing) on the status of purchase orders for chemical being procured to ensure timely release and completion of production and sales orders.
 - Confer with Production leads and supervisors to determine status of production orders.
 - Attend production meetings, to provide detailed updates on the plan and manage promise dates.
- Sales
 - Review open sales orders, verifying validity of product routings
 - Review customer required dates with Customer Service and set promise dates.
 - Manage material shortages for orders and communicate status to management.
 - Communicate order status to Operations, and advise of any rescheduling.
- Warehouse – Inventory
 - Coordinate stock issues and outages.
 - Coordinate rework, scrap, and material issues from stock
 - Work in conjunction with production, supply chain, customer service and sales to set and maintain site inventory levels
 - Managing Cycle Count Program

Supervisory Responsibility

This position supervises production planners and inventory specialists.

Work Environment

This position operates in a manufacturing plant environment with some outdoor exposure during the workday.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 50 pounds and occasionally lift and/or move objects that weigh more than 100 pounds.



Position Type/Expected Hours of Work

This is a full-time position with core business hours of 8:00AM to 5:00PM Monday through Friday. Occasional evening and weekend work may be required based on business needs.

Travel

This position requires less than 10% travel.

Required Education and Experience

- 5-10 years' experience in a manufacturing environment.
- Materials Requirement Planning (MRP)
- 2-3 years planning/scheduling experience in an MRP manufacturing environment.

Preferred Experience

- Bachelor's degree in business or related field.
- APICS Certification
- JDE experience

Other Duties

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee for this job. Duties and responsibilities may change at any time.

We offer a competitive salary and benefit package that includes:

- +Medical Insurance
- +Dental Insurance
- +Vision Insurance
- +Flexible Spending Accounts: Medical and Dependent Care
- +Basic Life and Accidental Death and Dismemberment Insurance
- +Voluntary Life Insurance
- +Short-Term Disability
- +Long-Term Disability
- +Employee Stock Purchase Plan
- +Retirement Benefits: 401(K) and ROTH Savings Plans
- +Employee Assistance Program

Contact: Interested applicants should send resume to: resumes@flotekind.com; include **"Production and Inventory Control Manager"** in the title of the email.

EEO Statement

Flotek Industries is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, national or ethnic origin, age, disability, veteran status or any other characteristics protected by applicable local, state or federal laws.