

## **Inventory and Production Manager**

### *Open Position*

**Parallax, Inc.** is a small privately held company located in Rocklin, California. Parallax designs and manufactures microcontroller development tools and small single-board computers that are used by electronic engineers, educational institutions, and hobbyists. Our current product line consists of BASIC Stamp® microcontrollers and development software, SX chips and programmers/debuggers, project boards, sensors, educational tools, robotics kits and accessories.

The Inventory and Production Manager position is a key management position providing direction for production processes, shipping management, inventory control, and quality control processes. The overall focus of the position is to ensure effective flow of goods from the point of procurement, through the production and assembly processes, through testing and quality control and to final distribution to the end user. The Production Manager portion of the position focuses on production scheduling and assembly with the Rocklin staff as well as with Asian suppliers. The Inventory Manager portion focuses on inventory control and warehouse management.

### **Management:**

- Manage warehouse staff, manufacturing staff, and purchasing agent, currently a staff of 7 employees
- Contribute to strategic planning for warehouse and production operations
- Learn job responsibilities of each staff member; conduct performance reviews; define job descriptions; establish performance goals
- Schedule staff hours, vacations, and sick time to ensure workflow coverage
- Recruit and train new production and warehouse personnel
- Implement suggestions for effective time management and process efficiency
- Serve as point of communication between production, warehouse, engineering, purchasing, and sales

### **General:**

- Schedule all production jobs for manufacturing, product testing, chip programming, and kit assembly
- Provide purchasing agent with raw component requirements through MRP
- Conduct efficiency evaluation on production processes for existing and future products
- Oversee quality control processes from part procurement to the point of shipment
- Monitor procedures put in place for inventory control and troubleshoot problems with tracking inventory for all system warehouses
- Maintain physical organization of warehouse
- Coordinate unique sales requirements with purchasing, production, shipping and sales
- Ensure accurate distribution of final product to Parallax customers
- Manage internal testing procedures for manufactured products
- Other related duties, as necessary or requested

### **Analysis Duties:**

- Monitor inventory activity and identify inventory movement trends
- Determine optimum inventory control levels based on inventory analysis
- Maintain inventory costing calculations; define fixed overhead labor costing allocation by work center
- Identify ongoing machinery and equipment needs

### **Syspro software duties:**

- Run monthly MRP system
- Monitor all inventory movements

- Maintain inventory master file
- Co-ordinate annual physical count of inventory for all warehouses and record in stock take system
- Maintain Bill Of Material structure for all finished goods
- Understand procedures for RMA processing to ensure accurate inventory movements
- Run zero forecast report monthly

**Access Reporting:**

- Maintain Engineering Change Notice database-daily
- Open jobs report-daily
- Job router report-as needed
- Sales history reports-as needed
- Order fulfillment report-daily
- Create cycle count schedule-annually

**Projects:**

- Place newly acquired chip programming equipment in service
- Plan for potential expansion into Asian production and materials procurement
- Convert Parallax product line to 100% RoHS compliance by July 2006

**Required Skills**

The successful applicant will have:

- 4 or more years experience in a warehouse environment and/or inventory control environment
- 4 or more years experience in production and materials planning
- 3 or more years experience in management position
- Knowledge of production flow, efficiency evaluations, and labor tracking and analysis
- Knowledge of fully automated MRP systems
- Proficient with Microsoft Office applications, including Outlook, Word, Excel, and Access
- Knowledge of fully integrated business software (inventory/sales/purchasing/accounting transactions linked)
- Bachelor's degree, or equivalent experience
- Excellent time management, communication, and organizational skills

**Desired Traits**

- Professional
- Self-directed and motivated
- Resourceful/creative
- Quality Minded

**Salary** determined on employment, commensurate with experience, qualifications and enthusiasm.

**Applications** consist of a resume to our Human Resources contact:

Bonnie Teuton (916) 624-8333  
Human Resources (916) 624-8003 fax  
Parallax, Inc. e-mail: [hr@parallax.com](mailto:hr@parallax.com)  
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Please visit our web site for more details about Parallax. <http://www.parallax.com>