

# Production Coordinator

**SUMMARY** The Production Coordinator are responsible for production rosters, headcount, attendance and communicate with agencies their immediate needs.

**RESPONSIBILITIES:** This list of responsibilities is not meant to be all-inclusive. Other responsibilities may be developed.

- Keep up with attendance of all employees.
- Under the guidance of the Shift Supervisor, responsible for organizing and directing work and team assignments.
- Meets production requirements by following and enforcing productivity, quality, cost, and customer standards.
- Responsible for ensuring that all finished products are within quality specifications.
- Have great communication skills.
- Adhere to the policies and procedures of Hanwha Q CELLS.
- Perform other duties and special projects, as assigned by management.

**REQUIRED QUALIFICATIONS** • Minimum 2 years of manufacturing experience • Must be able to perform the essential functions and have advanced excel experience • Candidates must have a satisfactory work record without attendance or performance related job disqualifications.

- Must have experience troubleshooting day-to-day product issues and the ability to correct them via adjustments, layout or procedural changes.
- Must possess strong leadership skills, a positive attitude, and ability to treat all team members with respect.

**PREFERRED QUALIFICATION** • Physical qualifications – able to: • Lift 50 lbs • Walk/stand throughout each shift • Experience in high tech or solar manufacturing industry and startups

Hanwha Q CELLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.



## **About Hanwha Q CELLS USA Inc.:**

Hanwha Q CELLS USA Inc. (“HQC”) is headquartered in Dalton, GA and handles manufacturing of Q CELLS Solar Panels for the North American region. It is a subsidiary of Hanwha Q CELLS Co., Ltd., one of the world's largest and most recognized photovoltaic manufacturers for its high-performance, high-quality solar cells and modules. It is headquartered in Seoul, South Korea (Global Executive HQ) and Thalheim, Germany (Technology & Innovation HQ). Through its growing global business network spanning Europe, North America, Asia, South America, Africa and the Middle East, the company provides excellent services and long-term partnership to its customers in the utility, commercial, government and residential markets. Hanwha Q CELLS is a flagship company of Hanwha Group, a FORTUNE Global 500 firm and a Top 8 business enterprise in South Korea.