

# CITY THEATRICAL

NEW YORK • LONDON

## Job Description

Posted: July 13, 2022

**Title: Manufacturing Administrative Assistant**  
**Reports to: Head of Manufacturing**

**Department: Manufacturing**

**Purpose:** Serve as an administrative assistant to manufacturing management staff. Primary responsibilities:

- Assisting Head of Manufacturing
- Assisting Purchasing
- Assisting Planning, Scheduling, and Execution of the daily schedule
- Assisting Manufacturing Engineers

### **Representative Responsibilities:**

- Assisting Head of Manufacturing
  - Creating monthly reports
  - Updating and improving MRP data such as lead times and EBQ.
  - Assisting in inventory management
- Assisting Purchasing
  - Print and distribute purchase orders
  - Assist in following up and expediting purchase orders
- Assisting Planning, Scheduling, and Execution of the daily schedule
  - Print and distribute work orders
  - Audit labor timings
  - Assist in maintaining the daily schedule
- Assisting Manufacturing Engineers
  - Create/Edit Manuals
  - Create/Edit Assembly instructions
  - Create/Edit QC procedure Instructions
  - Add new stock codes to company ERP system
  - Add BOMs into company ERP system

### **Additional Responsibilities:**

- Other duties as assigned
- Completes special projects and requests in a timely and positive fashion

### **Knowledge, Skills and Abilities:**

- Excellent communication and organization skills
- Ability to work independently and as part of a team
- Effective problem solving and creative thinking skills

**US HEADQUARTERS**  
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- Flexible and able to adapt to change
- Able to lift up to 50 pounds
- Familiarity with Windows OS, Microsoft Office Programs
- This position needs Excell skills of a basic level, including formatting sheets, changing page layouts, formulas such as sum and average, creating and formatting charges, sorting rows and columns, and printing.
- Word skills of a basic level including setting up, formatting, and printing documents, insert pictures and graphics, and typing a minimum of 40 words per minute.
- We will test for these skills if we do and in person interview.

**Education and Experience:**

- Any Bachelor of Science degree, or
- Any Associates Degree
- Equivalent professional experience

To apply, send your cover letter and resume to: [info@citytheatrical.com](mailto:info@citytheatrical.com)

**Manufacturing Administrative Assistant**

***Training Requirements***

New Employee Orientation  
Facility Tour  
Company Profile  
Phone Training  
OSHA Training  
MSDS-Safety Training  
Personal Protective Equipment  
Computer Training  
City Theatrical Products

**Approval:**

HR Manager: \_\_\_\_\_

Head of Manufacturing \_\_\_\_\_

President: \_\_\_\_\_