



Toyon Research Corporation

6800 Cortona Drive
Goleta, CA 93117
www.toyon.com

CAREER OPPORTUNITIES – Santa Barbara, CA

Production Planner/Scheduler and Documentation Control Specialist (Ref #1850-E)

Toyon Research Corporation is seeking an administrative professional to assist in the planning, coordination, and monitoring of technical projects and associated project documentation, including, but not limited to, technical policy, specifications and standards, engineering drawings, technical manuals/publications, design data, and closeout reports to ensure customer requirements are met. This position will be responsible for developing detailed schedules, material requirements lists and production plans for established product lines and for developmental and operational systems.

Duties:

- Monitor production activity to ensure a smooth and controlled flow of materials timed to meet production requirements.
- Develop and/or modify labor project schedules into an overall master program schedule.
- Troubleshoot and monitor potential scheduling problems.
- Maintain records such as reports on production and material deficiencies.
- Assist in the review of project documentation to determine requirements for each phase of a project.
- Prepare work orders for production or purchase requests based on production schedules.
- Review purchase requisitions and place orders with approved suppliers.
- Follow up on all awards until completion of order.
- Coordinate with the Accounting department as required to resolve questions on suppliers' invoices.
- May evaluate bids, select and/or recommend suppliers and negotiate price, delivery, quality and service.
- May assist in negotiations for major purchases by developing or compiling statistical information and gathering other data as required.

Qualifications:

- Bachelor's degree or equivalent experience
- Computer proficiency (Microsoft Office)

U.S. Citizenship Required. Ability to qualify for a US Department of Defense security clearance required.

Please e-mail resume to: employment@toyon.com

WE OFFER AN EXCEPTIONAL EMPLOYEE BENEFITS PACKAGE!

Toyon is an Equal Employment Opportunity Employer Minorities/Females/Vet/Disability