
TASKS

- Support Head of Assembly to coordinate different (administrative) activities on the shop floor.
- Enforce that the procedures and processes are followed.
- Maintain and update installation plans for the projects on the shop-floor
- Maintain the overall resource plan
- Support to allocate the required resources to the different projects.
- Closely monitor the hours spent on the projects. Actual hours vs planned hours.
- Enter logging daily time sheets

EXPERIENCE

- Proficient in Microsoft Office Suite
- SAP experience required
- 3-5 experience in shop floor environment machine build

EDUCATION

- High School Diploma or equivalent (Minimum)
- Technical or Commissioning Education a plus

