



Production Administrator

Daikin is committed to good corporate citizenship, providing new employment opportunities at our various sites. The company also makes every effort to contribute materially to the well-being of all aspects of the communities in which we work and live.

Summary / Objective:

Under general supervision, performs a broad range of duties for the various production areas. Responsible for inputting process orders and working with the process to maintain good inventory management. Manages the PO process for production area. Purchases various items as required for the manufacturing process. Coordinates and maintains effective office procedures, efficient workflow and various administrative details.

Qualifications:

- High School Diploma or GED required.
- Previous administrative or clerical experience or relevant training is preferred.
- Knowledge and experience of Microsoft office (i.e. Word, Excel, PowerPoint) and Microsoft Outlook or equivalent preferred.
- Knowledge of administrative and clerical responsibilities.
- Proficient in spelling, punctuation, grammar, and other English language skills.
- Must be in current position minimum of 6 months.

Knowledge, Skills, and Abilities:

- Communicate clearly and in a positive manner.
- Prioritize, pay attention to detail, multitask, meet deadlines, and identify and research errors.
- Strong PC skills: Excel, PowerPoint, Word.
- SAP knowledge is highly preferred.
- Ability to work across Japanese American cultural lines.

Competencies:

- Strong verbal and written communication.
- Effective prioritization and task management.
- High attention to detail and accuracy.
- Commitment to confidentiality.
- Strategic planning and organization.
- Excellent time management.
- Strong interpersonal and team collaboration skills.
- Customer-focused mindset.
- Adaptability and flexibility.
- Proactive and self-motivated.
- Dependability and consistency.
- Multitasking ability in fast-paced environments.

Physical Demands:

- Capable of lifting 20 lbs.
- Ability to bend over, kneel, squat, stoop, twist and climb stairs.
- Ability to work an 8-hour shift and overtime (as needed).

Essential Functions:

- Prompt, regular, and dependable attendance is an essential function of this job.
- Manage production process orders throughout their lifecycle by creating, modifying, tracking, and completing orders in SAP to maintain accurate production records and support execution of the production plan.
- Collaborate with Production, Planning, Quality, Warehouse, and Inventory teams to ensure accurate processing and completion of production process orders.
- Collect production documentation, including batch records and rework authorizations, to support production reporting and process order completion.
- Perform inventory and production transactions in SAP to support raw material consumption, material movements, inventory balances, and production reporting.
- Maintain raw material inventory accuracy through SAP transactions, inventory reconciliations, material transfers, and investigation of inventory discrepancies.
- Manage the production month-end close process by reconciling production data, process orders, inventory transactions, and cycle count variances.
- Analyze production and inventory data to identify discrepancies and assist in resolving inventory and production issues.
- Prepare, maintain, and distribute production reports to support operational decision-making.
- Coordinate non-inventory purchasing activities for Production, including creating purchase requisitions, obtaining approvals, purchasing needed items, and processing invoice receipts.
- Maintain production department shared resources and access permissions, including SharePoint and network folders.
- Additional assignments as deemed necessary by management.

Position: Non-Exempt – Resume Required for Qualified Candidates

This posting will expire internally on September 21, 2026.

Daikin America, Inc., the world's foremost developer and manufacturer of fluorochemical products, has exceptional opportunities for dynamic, collaborative individuals who share our values and beliefs in Safety, Environment, and Quality. Daikin America's excellent compensation and benefit structure provides health and medical insurance (including dental and vision), paid vacation and holidays, retirement plan, and bonus eligibility.

Daikin America, Inc. is an equal opportunity employer.

Job Type: Full-time