



**HARTWELL CORPORATION**



*A member of the McKeechnie Group*

August 18, 2007

Hartwell Corporation is seeking an Operations Systems Analyst, reporting directly to the Vice President of Operations. This position is responsible for the overall system reporting needs for Operations, Quality Assurance, and Engineering organizations.

Among many responsibilities, this position ensures accurate input into the company ERP system in order to drive appropriate resource planning including manpower, material, and machine loads. He/she will analyze flow problems such as over-books and variances to sales plans and make recommendations to VP and Staff on their resolution. He/she will also provide monthly forecast information by viewing the front-log outlook. This position conducts capacity analyses for each plant and machining center to ensure proper flow; provide analysis of inventory stocking levels. He/she also develops models to predict accurate inventory needs and provides guidance to Operations to ensure availability of correct inventory mix/level in order to achieve established OTD targets and sets up EDI or E-Kanban systems with top suppliers and customers to improve OTD and reduce lead times in the manufacturing process. The qualified candidate will work closely with the Purchasing Manager, Materials Manager, and Plant Operations Managers to properly utilize the ERP system and provides insight into key areas that require oversight through the use of reporting, training, and lean activities. He/she also supports lean initiatives in Operations and the Supply Chain.

**Qualifications:**

1. Associate's Degree in Business or Manufacturing required. Bachelor's Degree preferred. Course work in Business Statistics helpful.
2. Minimum 2 – 4 years logistics planning experience in a manufacturing environment. Past experience in sales forecasting and market research desired.
3. Knowledge of industry practices relative to material control.
4. Knowledge of ERP systems; strong computer literacy skills, and demonstrated expert-level skill set in Excel and Access programs.

We are proud to be an Equal Opportunity Employer.