
Production Control Tech I

Bend, Oregon

Are you passionate about aviation, building something with your hands or working on an exciting project for a dynamic, growing company? Epic Aircraft LLC is a manufacturer of high performance single-engine turboprop aircraft based in Bend, Oregon. We are seeking enthusiastic, hardworking candidates to join our fun and growing team. The soon-to-be-certified E1000 will be the fastest, highest performing, most affordable and comfortable, six-place single-engine turboprop in the world.

Position Description:

The Production Control Tech I will act as a facilitator for the Manufacturing Department, expedites availability of parts and materials for job completion, ensures correct work instructions are available, and that parts are delivered to correct work centers on time and with correct system documentation. Maintains computerized records in Epic's planning system for the Manufacturing Department. Reports to the Production Control Lead. The ideal candidate will have the ability to continuously prioritize multiple projects in a fast-paced environment with a high level of focus on quality, accuracy and confidentiality in all work products.

Your Day-to-Day:

- Coordinate and track inventory for manufacturing areas
- Maintain work instructions
- Coordinate delivery of parts to correct work centers
- Maintain computerized records
- Copies, scans, files, and participates in other general office tasks

What You Bring to the Team (Requirements):

- Prior administrative services work experience
- Must be detail-oriented, self-directed, self-motivated and prompt
- Strong organizational, Problem solving, trouble shooting, and time management skills.
- Excellent inter-personal and written communication skills.
- Ability to read engineering drawings highly desired.
- Previous experience in manufacturing a plus.
- Supply chain management experience a plus.
- Intermediate level of expertise in Microsoft Word, Excel, Gmail and other applications.
- Outstanding spelling, writing and grammar skills
- Well-spoken and able to interact with all levels of staff in a productive manner
- Capable of learning quickly and working in a fast paced environment

- Ability to change tasks or direction promptly, while maintaining ongoing projects in the background
- Capable of working with multiple departments concurrently while managing work load
- Must be Authorized to work in the U.S. for any employer

Why Epic Aircraft:

We are truly passionate about aviation and building an amazing aircraft. You will directly contribute to the success of the Epic E1000. We need people who aren't afraid to work hard, be rewarded and have fun!

Benefits Include:

- Competitive Pay
- Company Provided Paid Time Off
- Company Paid Health Benefits
- Seven Paid Holidays
- 401K Plan
- Advancement Opportunities
- Friendly Team Environment
- Fun Company Events