

CA-5248 Addendum – Senior Packaging/Release Engineer/Anco Wiper Products

This job function interprets global Aftermarket and Original Equipment customer packaging and marking requirements/specifications. These are then transformed into company procedural documentation and manufacturing system data.

1. Packaging and Manufacturing Engineering and support - determine finish goods Bill-of-Materials (BoM) and assist in Rout wordings for both Michigan City and the Juarez (JRZ) plants. Input some JRZ routs, either in English or copy a current Spanish rout and ask for JRZ assistance. Determine quantity usage per P/N for BoM's. Revise BoM's &/or Routs as required.
2. Marketing/Aftermarket support - tabulate all packaging items and 'numbers' required in Excel spreadsheets, make distribution to interested departments. UPC bar codes, end item weights and measures are especially important to Marketing for the yearly catalog production
3. Release engineer - assign 5-digit packaging, 5-digit Marketing, and 7-digit finish goods part numbers, specify proper/standardized manufacturing system descriptions, and assist in make/buy decisions. Electronically initiate Item Master (manufacturing system P/N document), filling in all required Engineering data and submitting to all required functions, write up manufacturing system input document Engineering Change Order (ECO), and submit for approvals. When all support documentation is completed and signed-off, furnish to the database coordinator for manufacturing system input.
4. Sales/Marketing/Order Entry support - assign and keep Excel database records of Reorder Numbers (R/N) that each 7-digit P/N requires, (an external number for order entry purpose) plus translate into the 2 required UPC bar codes for all aftermarket products. Disseminate data as required.
5. 'System's manager' – perform duties for a single stand-alone computerized (bar code) label system. Make label formats and enter data into required database(s). Train and assist floor personnel in label production. Do maintenance and repair equipment/label jams as required. Run production labels that require special programming. Do similar functions for the Anco AS400 computer label system using a purchased (T.L. Ashford) label design software package that runs on 3 printers in MC, working with IT on a similar corporate-wide label system.
6. Manufacturing support: aftermarket - interact with almost every department in Anco/MC plus 3 or 4 departments in the Juarez plant, packaging suppliers for both plants, sometimes piece part vendors, and OE customers. Develop packaging standards and procedures for purchased packaging items and critical piece parts from vendors and/or inter-plant transfers.
7. Manufacturing support: OE – similar interaction as with the aftermarket group, but more timely and critical, plus expanded to include Tier 1's Product Engineer, QA Engineer, MC & ST. Louis IT for technical label production file and programming assistance, plus EDI data transfer for GM required labels, and F-M Sales. Run Toyota mixed &/or master pallet labels for Shipping Department due to complicated procedure from TMMI.
8. Graphics coordinator – assist artwork vendor with packaging vendor's carton/die design number, UPC bar codes, packaging item graphics number, review and approve submitted hard art or electronic files. Keep electronic file of all final layout proofs and production proofs. Furnish Marketing or OE customer with data required for proper placement, legality, and other aspects of art design.
9. "Bar code expert" – assist departmental quality functions in verifying GM '2D' scans, run unique &/or replacement codes for various reasons, add expertise to supplier and/or customer requests. Assist in problem solving when requested by our distribution warehouse (Indianapolis).

10. Packaging design and development – mark-up existing Anco or vendor drawing, or make sketch for all purchased packaging items. Assist CAD designer in completing drawings; perform document control on drawings and material specifications.
11. Continuous improvement – part of GSS and global supply chain teams to secure better pricing and service on packaging items.
12. Quality systems – part of QS-9000 & TS-16949 transition teams, have been auditor/lead auditor since first quality program initiated here. Audits are a quarterly task. Part of 5-S Engineering team, do monthly 5-S review/clean-up in the Engineering Department.
13. Perform yearly reviews of major customer specifications for the latest revisions.