

February 2, 2010

Team Members:

The following job is currently available at TBIN for our Team Members:

PC Specialist: Maintain and continually improve quality and flow that is used by departments. Work closely with suppliers of raw materials to ensure proper shipments and inventory levels are maintained.

Essential Duties and Responsibilities:

- 1) Spot check incoming raw materials, sub assembly parts, and outsourced production
- 2) Provide management with timely and accurate reporting
- 3) Assist with all daily/weekly/monthly and pre-inventory cycle count activities
- 4) Set-up, update, maintaining ERP (Enterprise Resource Planning)
- 5) Assist in Kaizen activities, suggests educations, planning, and training to improve workplace
- 6) Support BOM development/input and maintain
- 7) Control all EC1 and drawings for PC department, file, distribute, and maintaining in proper location(s)
- 8) Read, understand, and utilize customer forecast and identify potential issues in production planning

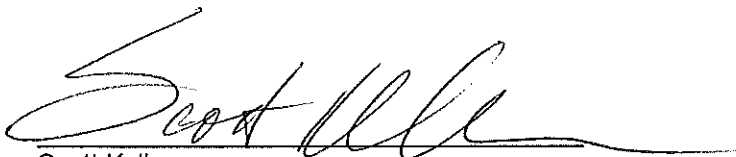
Qualifications:

- 1) Strong time management, organization and planning skills are required
- 2) Must have excellent written, verbal, interpersonal, and presentation communication skills

Education and/or Experience:

- 1) Bachelors degree in Business, Engineering, or related field is desired
- 2) Minimum of 2-3 years of experience
- 3) Material handling, inventory control, cost analysis and/or production planning experience is a plus

If you are interested in this position, please contact Julia Sweet by 5:00 PM on February 9, 2010.



Scott Keller
Assistant General Manager Human Resources