



# **HINO MOTORS MANUFACTURING U.S.A., INC.**

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37777 Interchange Dr. Farmington Hills, MI 48335

Tel: (248) 442-9077

Fax: (248) 442-9068

**DATE:** 6/6/2017

## **JOB DESCRIPTION**

**TITLE:** Production Planning and Control Specialist

**Market Title:** Project Management Specialist 1

## **JOB DUTIES:**

Hino Motors Manufacturing U.S.A., Inc. the industrial truck division of Toyota, is seeking a **Production Planning and Control Specialist** for its Headquarters-Detroit facility located in Farmington Hills, MI. Hino Motors offers a competitive wage and benefits package.

## **Responsibilities include:**

- Receive and analyze ECI. Update ECI summary.
- Attend monthly ECI meeting.
- Create OP chart and kadai list for new projects.
- Plan and hold project meetings. (Obeya, kobeya)
- Collect current project status from related departments and evaluate.
- Organize and manage model year change items.
- Receive parts list and distribute.
- Drawing issue timing adjustment.
- Attend all meetings representing PPC department.

## **JOB REQUIREMENTS:**

### **Required Knowledge and Skill Sets:**

- Some knowledge of MS Outlook, Excel, Project skills preferred.
- Strong written and verbal communication skills.
- High level of attention to detail.
- Strong organizational and data management skills.
- Strong understanding of vehicle assembly process preferred.



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- Ability to work independently under tight deadlines and fast paced environment.
- Knowledge of plan-making and project evaluation.
- Techniques for involving a wide range of people in making decisions.
- Ability to function as a mediator or facilitator of decision making processes.

### Education:

- Bachelor's degree in Project Management or related field is preferred but not required.

### Other:

- This position will travel 10-15% of the time.
- Position might require moving equipment up to 20 pounds or less.
- Position does not allow telecommuting and employee must be present in the office.