Headquartered in Asslar, Germany, Pfeiffer Vacuum is one of the world's leading providers of vacuum solutions. In addition to a full range of hybrid and magnetically levitated turbo pumps, the product portfolio comprises backing pumps, measurement and analysis devices, components as well as vacuum chambers and systems. Founded in 1890, Pfeiffer Vacuum is active throughout the world today. The company employs a workforce of some 3,200 people and has more than 20 subsidiaries.

Nor-Cal Products, Inc., located in Yreka, CA, 96097 – USA: We are looking for a

Production Site Controller

SUMMARY

Responsible for supporting the development and achievement of the company's overall financial plans and the execution and adherence to the Pfeiffer Vacuum Group’s overall financial policies and objectives. Ensures the organization adheres to strict legal financial reporting standards and reporting requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exercise of judgment, discretion, and tact in all business matters and business relationships is required. Strong interpersonal skills and the ability to maintain clear and cooperative working relationships with co-workers and demonstrate regular attendance and punctuality are essential. The organization's leadership promotes collaborative problem solving in both formal and informal work teams. Participation in and contribution to teamwork within the organization is required. Effective managerial skills including leadership, listening, training, performance evaluation and modification, coaching/mentoring and career development are required. Necessary interpersonal skills include being a self-starter, motivated, creative, flexible, self-confident, deadline oriented and able to multi-task.

Supervisory Responsibilities

While no supervisor responsibilities are assigned, leadership and the ability to handle escalated questions or issues from the financial team or other corporate staff are required.
Duties

1. Perform operational and financial analyzes within procurement and production which give recommendations to the Production Site Management team (cost structure and management).

2. Continuous tracking of KPI’s achievement like P&L and balance sheet performance via budget, continuous improvements, labor efficiency, spindle runtime, ROIC, EBIT etc.

3. Independent development of advanced accounting and financial analysis reporting in close collaboration with the Chief Financial Officer North America with the focus of Pro-active Budget/ Actual cost center analysis review and in close interaction and implementation of corrective actions as required.

4. Liaison for all Department Managers in the organization for administrative matters owned by the Finance & Controlling Department and presents approval authority for key decision making matters, that do have financial implications in close coordination with the General Manager and Chief Financial Officer North America as applicable.

5. Assist in preparation and evaluation of operations budget (capex and opex).

6. Assist Production Site Management team and global operations team in preparation of operation reviews.

7. Support of the local and global operations management to get an understanding of the key cost drivers of our production costs.

8. Help to improve the business performance by focusing on the cost base.

9. Implement and monitor operational and financial controls to support the achievement of company goals.

10. Provide guidance and direction to Production Site Management team for improving operational and financial performance.

11. Ensure business operations decisions are in compliance with company policies and best practices.

12. Key Liaison for internal and external auditors to provide and coordinate of requested information related to audit procedures surrounding the organization’s production and general operation.

13. Perform other duties as assigned.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Tasks require walking, sitting, bending, reaching, mobility, and frequent lifting. Work requires computer skills (word processing, power-point, spreadsheet, and data-entry), attention to detail and accuracy. Communication skills including listening and speaking are required for interaction with other employees, vendors, and customers. Strong interpersonal skills, the ability to balance multiple tasks and any stress associated with the duties and responsibilities of this position are essential requirements in the performance of this job.

The person in this job must be able to travel by air and drive to company locations. Accordingly, a valid driver’s license and driving record that is satisfactory to the Company must be demonstrated at hire and periodically thereafter.

**POSITION REQUIREMENTS**

**Qualifications**

Strong organizational and creative problem solving skills required. Must be able to manage multiple concurrent projects in order to deliver accurate and timely results and reports. In depth knowledge of financial controls and accounting standards are required. Demonstrates capabilities in the use of sophisticated financial software is required as is the prior experience in analysis and reporting of detailed financial metrics.

**Education and/or Experience**

B.S./B.A. degree, 7 or more years of related experience is necessary.

**Language Skills**

The ability to communicate in English verbally and in writing is essential. Reports, email correspondence, schedules, are all typical requirements of this position and must be effectively and professionally communicated.

**Mathematical Skills**

Excellent math skills required.

**Reasoning Ability**

Must be able to multi task and operate in a fast paced environment while maintaining a disciplined approach to oversee employer and customers’ needs. Works on assignments that are analytical by nature. Must be able to solve both practical and complex problems and deal with a variety of factors.
Certificates, Licenses, Registrations

Valid driver's license is required.

TOOLS AND/OR EQUIPMENT

This position uses a computer extensively with demonstrated abilities in the use of Microsoft products as well as other common office type equipment. Familiarity with an ERP system is desired. Secondary duties with added requirements may be assigned from time to time.

Nor-Cal Products by Pfeiffer Vacuum is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, status as protected veteran, among other things, or status as a qualified individual with a disability.
WORK ENVIRONMENT

This position will work in various environments including office and factory settings.

Nor-Cal Products by Pfeiffer Vacuum is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, status as protected veteran, among other things, or status as a qualified individual with a disability.

Qualified candidates can apply online at https://goo.gl/MD9DDj

We look forward to receiving your application!

Nor-Cal Products, Inc. – Human Resources – Tammy Ramirez
1967 Oregon St. – Yreka, CA 96097 USA
tammyramirez@n-c.com

www.n-c.com
www.pfeiffer-vacuum.com