

**Requisition No.:** 2025-LS-03

**Need Date:** Immediate

**Job Family:** Production Control Specialist - Mid Level

**Position Type:** Full Time Position

**Exempt/Non-Exempt Classification:** Exempt

**Security Clearance Requirement:** The candidate must be clearable to DoD Secret Level.

**Location:** Non-Remote: 10611 Balls Ford Road, Suite 300 Manassas, VA 20109

**Education:**

Bachelor's Degree or equivalent work experience

**Experience Level:**

Mid-Level with 3-6 years of experience.

**Travel:**

Local –Required annual travel less than 10%

**Overview:**

Sedna is seeking a proactive, full-time Production Control Specialist to work in our Manassas, Virginia office. You will be responsible for ensuring that the manufacturing shop orders for materials are available to support production schedules and meet customer demands. Programs are typically large, multi-year efforts divided into several sub-programs/tasks. Candidates must be self-motivated with a strong work ethic and interpersonal skills. Sedna offers competitive salaries and benefits, but most importantly, career advancement opportunities. At Sedna people are our greatest resource, we highly value every employee, and pride ourselves at being extremely productive while delivering high quality products to our customers.

**Job Responsibilities:**

- Review MRP and Bill of Material requirements in coordination with Program Management, Production, Engineering, Material Planning, Property, Configuration Management and Procurement to support production release schedules and plans for all assigned projects.
- Utilize Costpoint Materials module to create, review, and release manufacturing order material requirements.

- Coordinate with Production Manager on the planning and release for kitting of assigned project Manufacturing Orders.
- Work closely with the Property and Manufacturing teams to ensure kits released are accurate and complete.
- Identify MO shortages and coordinate with Production, Material Planning, Property, and Procurement to identify and assess impact and mitigation options, recommendations and rationale to resolve.
- Review Engineering Change notices to assess impact to open shop orders.
- Support Non-Conformance (NC) action plans for assigned NCs and execute action plans as assigned.
- Coordinate with the Manufacturing Production Manager to support planned sell-offs and ensure all material issues and shop orders are closed and the finished goods items are ready for customer review and acceptance.
- Work with Production, Material Planning and Procurement to identify, assess and communicate critical need dates for expediting and establish recommendations for material borrow payback plans as applicable to support production schedule.
- Attend priority planning meetings, shortage coordination and schedule review meetings and be prepared to actively participate as required.
- Coordinate with Property to prioritize material receipts, picks, kitting, and material preparations for shipment.
- Inform PM of any issues/risks to and provide recommendations and actions / options to mitigate

**Basic Qualifications:**

- Possess an active or ability to secure an active DoD Secret clearance
- Proactive work style and positive attitude
- Good verbal and written communication skills
- Ability to work with Government, customers, engineers, and stakeholders effectively
- Ability to adapt to changing work requirements and priorities
- Ability to demonstrate a high level of service delivery
- Ability to work with a team to facilitate/coordinate movement of palletized equipment
- At least intermediate level experience using general office databases, Microsoft Office Suite use of SharePoint, Word, and PowerPoint and related applications

- Strong analytical skills and use of Microsoft Excel in support of data organization and analysis
- Thorough comprehension of Bill Of Material structures and Manufacturing / Shop Order management methodology, policies, and procedures
- Experience using Deltek Costpoint Enterprise Reporting System and its Materials Module highly desirable

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.