



## **Production Planner**

### **Responsibilities**

- Proficient at planning and preparing production schedules for manufacturing based on project delivery requirements while taking product assembly sequence and lead times into consideration.
- Perform data analysis and make decisions on raw material supply and finished goods demand.
- Analysis of production specifications, production capacity, resource requirements, equipment and tooling required for production jobs.
- Coordinate and communicate with manufacturing engineering, department supervisors, production personnel, project managers, program managers, engineers to ensure production demands are met.
- Generation of workflow plans established by sequence and lead times. Plans sequence of fabrication, assembly, installation, and other manufacturing operations for guidance of production workers.
- Interact with manufacturing engineering on a daily basis to resolve issues regarding manufacturing efficiencies or additional information as requested from manufacturing, engineering, or project/program managers, while also tracking and monitoring status of work in progress, expediting if necessary.
- Daily duties will include creating and tracking work orders and monitoring priorities and delivery dates, expediting if necessary, reviewing production schedule and shipment schedules, completing status reports for production progress, work in process, and inventory.

The Production Planner will also process bills of materials into requisitions, prepare requisitions and will also track inventory levels and locations, data entry, and other tasks that need to be performed to ensure project success.

The successful candidate will proactively communicate effectively among project management, engineers and production personnel, taking initiative and recognizing when there may be potential impacts to production demands and work with the team to resolve any conflicts to ensure product delivery schedules are not impacted.

## Experience

1. Strong written and verbal communication skills.
2. Strong ERP system experience (SAP experience a must).
3. Highly self-disciplined, detail and results oriented.
4. Experience and track record of results developing and supporting low, medium and high volume production lines.
5. Ability to take guidance, direction and coaching.
6. Experience with MS Office tools.
7. Must have flexible schedule and willingness to monitor and support all assigned production processing with comprehensive and quick response solutions.

### Contact Information:

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