

Reports to: Production Planning and Inventory Control Manager      Department: Production

Classification: Exempt

Effective Date: June 21, 2024

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## Job Summary:

The responsibilities include planning production, schedule manufacturing orders, and coordinate the flow of work and materials to meet delivery expectations of forecasted and actual sales. They will be monitoring inventory levels, closely monitoring the production processes, and regularly providing production status updates to management and facilitating the timely delivery of products to customers. The planner will reflect demand changes in our planning systems to ensure high accuracy of inventory availability and ensure accuracy in inventory records, item usage history, and forecasting files.

## Essential Functions:

- Develop production and inventory management plans to support both material and finished good requirements.
  - Identify current and potential product shortages, develop, and execute recovery plans.
  - Release manufacturing orders based on material requirements planning (MRP) and coordinate the flow of material throughout the production cycle.
  - Execute the development, implementation, analysis, and coordination of the MPS.
  - Utilize Material Requirements Planning system (MRP) to ensure data is accurate and up to date .
  - Modifies and adapts production schedules and issues order changes to accommodate revisions, cancellations, or priorities.
  - Maintains capacity information in ERP/MRP for FG items.
  - Analyze data and collaborate with Production Planning Manager to determine and apply appropriate ordering, inventory, and replenishment policies.
  - Understand and highlight capacity constraints and work collaboratively with manufacturing teams on resolution.
  - Facilitate cross-functional (e.g. Quality, Engineering, Sourcing) and multi-level discussions impacting operations. This includes working with QC on product holds and NCMR issues impacting production.
  - Interface with manufacturing facilities and maintain good working relationships.
  - Actively promote company core values, vision, and mission
  - Other duties as assigned.
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### Key Competencies:

- **Bias for Action:** Evaluates, acts, and communicates in a timely manner. Decisive, makes timely practical, effective decisions. Takes initiative without being asked.
- **Critical Thinking:** Ability to analyze information objectively and evaluate sources such as data, facts, observable phenomena, and research to make a reasoned judgment.
- **Problem Solving:** ability to identify problems as they arise, gather quantitative and qualitative data, and bring forth a recommendation toward a solution.
- **Manages Systems and Processes:** Effectively uses systems and processes to measure, monitor, manage, and impact performance.

### Job Qualifications:

- Bachelor's degree in business, Supply Chain or related field.
  - Minimum 3-5 years professional experience in subcontract manufacturing planning
  - Knowledge and experience with Sales & Operations Planning
  - Strong understanding and experience with ERP/MRP systems required. (Oracle, JDE, SAP, Infor)
  - Advanced proficiency in Microsoft Word, Excel (Pivot Tables, V-Lookups), Power BI, Teams, and PowerPoint
  - Ability to work independently and make sound decisions while working with changing priorities and competing demand.
  - Outstanding planning and organizational skills
  - Strong analytical and problem-solving skills
  - Ability to effectively present information, data, recommendations to all organizational levels
  - Some travel required.
  - Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage, and Servant-Leadership.
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