

Reports to: Sr Manager Planning and Purchasing

Department: Production

Classification: Exempt

Effective Date: 4.6.2026

---

### Job Summary:

The responsibilities include planning production, schedule manufacturing orders, and coordinate the flow of work across internal manufacturing and contract manufacturing partners to meet customer demand. 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. The position plays a key role in maintaining planning discipline, data integrity, and day-to-day supply execution in a dynamic environment.

### Essential Functions:

- Execute production plans using APS/MRP systems (e.g., Syteline), ensuring accurate job creation and scheduling
  - Coordinate the flow of materials and work orders throughout the production cycle
  - Adjust production schedules to reflect changes in demand, material availability, or operational priorities
  - Monitor inventory levels and identify potential shortages or imbalances, escalating risks where needed
  - Support recovery actions by executing agreed plans to resolve shortages, backorders, and supply gaps
  - Maintain ERP system accuracy, including:
    - BOM setup and updates
    - Item master data
    - Planning parameters and Transaction accuracy
  - Perform inventory-related activities, including:
    - Inventory Discrepancy Investigation
    - Transfer orders
    - Inventory receipts and Adjustments
  - Maintain capacity and planning data in ERP/APS systems to support accurate scheduling
  - Coordinate with internal teams and contract manufacturing partners to ensure production plans are executed as expected
  - Support cross-functional communication with Sourcing, Production, Customer Service, Engineering, Regulatory, Marketing as needed
  - Provide accurate and timely production status updates
  - Support IBP and planning processes by providing accurate data and execution updates (not ownership of supply decisions)
  - Ensure adherence to planning processes, system discipline, and operational standards
  - Support New Product Development (NPD), packaging changes, and product transitions
  - Other duties as assigned.
-

### 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 Supply Chain, Business, or related field
  - Minimum 5-7 years professional experience in subcontract manufacturing planning
  - Knowledge and experience with Sales & Operations Planning (S&OP) / IBP
  - Strong experience with ERP/APS/MRP systems (Infor/SyteLine preferred, SAP or similar)
  - Advanced proficiency in Excel and Microsoft Office tools; experience with Power BI preferred
  - Ability to work independently and manage multiple priorities in a fast-paced, changing environment
  - Strong planning, organizational, and time management skills
  - High attention to detail and data accuracy
  - Strong analytical and problem-solving capability
  - Ability to communicate effectively and present information to different levels of the organization
  - Some travel required.
  - Embrace and foster company values of Integrity, Excellent, Selfless, Safety and Courageous.
-