

Production Planner

Reports to: Sr. Production Planner

Department: Manufacturing

Classification: Exempt

Last Updated: September 3, 2020

Job Summary

The Production Planner's role includes both demand management and production planning of specific product lines at our contract manufacturer's. They will plan production, schedule manufacturing orders and coordinate the flow of work and materials to meet delivery expectations of forecasted and actual sales while minimizing inventory levels. The Production Planner's responsibilities include 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 forecast needs and ensure accuracy in inventory records, item usage history, and forecasting files.

Essential Duties & Responsibilities

- With guidance from Sr. Production Planner 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
- Assist in the development, implementation, analysis, and coordination of the MPS
- Utilize Material Requirements Planning system (MRP) to ensure data is accurate and up to date
- Preparation and distribution of master production schedules and shipping forecasts.
- Modifies and adapts production schedules and issues order changes to accommodate revisions, cancellations, or priorities.
- Maintains capacity information in ERP/MRP for FG items.
- Using Visual Planner, review production schedule(s) for potential bottlenecks for impacts to planned production / distribution schedules.
- Analyze data and collaborate with Sr. Production Planner to determine and apply appropriate ordering, inventory, and replenishment policies
- Prepare actionable information for S & OP meetings
- Provide department capacity plans, on a weekly basis

- Responsible for the production planning and ordering of all KTI replacement parts.
- Interface with manufacturing facilities and maintain good working relationships.
- Actively promote company core values, vision, and mission
- 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 Business, Supply Chain or related field required
- Minimum 5-7 years professional experience in subcontract manufacturing planning
- Applicable APICS CPIM, CSCP or CPSM certification
- Knowledge and experience with Sales & Operations Planning
- Strong understanding and experience with ERP/MRP systems required. (Oracle, JDE, SAP, Infor)
- ERP implementation experience preferred
- Advanced computer skills, advanced Excel experience mandatory
- Ability to work independently and make sound decisions while working with changing priorities and competing demands
- Outstanding planning and organizational skills
- Extremely strong analytical and problem-solving skills
- Ability to effectively present information, data, recommendations to all organizational levels
- Some travel required