

JOB TITLE: Production Control Planner

DEPARTMENT: Production Control

REPORTS TO: Production Control Supervisor

DESCRIPTION: *One or more of the following tasks may be assigned:*

- Plan and establish production schedules for multiple products with maximum performance and minimum delay
- Monitor materials inventories, track progress of production, and review factors which affect schedules to ensure on time deliveries.
- Work with manufacturing supervisors to set priorities, establish schedule for the day, and address resource issues.
- Identify and help address production constraint issues.
- Work with Infor system to track production.
- Work with Customer Care to ensure flow of Manufacturing Order, traveler, and other production documentation to manufacturing floor.
- Able to be a project lead for establishing an MRP module, and follow on modules in Infor

SKILLS REQUIRED:

- Familiar with standard concepts, practices, and procedures associated with production planning, wip management, Kanban, and Lean Manufacturing,
- Ability to develop product time lines from raw process cycle time, set up time, switch over times, and average interruptions.
- Experience in MRP (Manufacturing resource planning)
- Working knowledge of MS Office and ERP systems
- Good at math and statistics
- Strong organizational and problem-solving skills
- Excellent communication abilities

EXPERIENCE REQUIRED:

- 2 -4 years of Production Planning experience in the field or in a related area.
- Prior experience with Infor preferred

TRAINING REQUIRED:

None (Training provided on the job)

EDUCATION REQUIRED:

High School Diploma or GED

4 year Degree in Supply Chain Management or other related discipline preferred

APPROVED:

APPROVAL DATE

Matt Greene

04/09/2019

