

Job Description

Manufacturing Production Planner

Department:	Planners/Logistics	Job Grade:	Exempt
Reports To:	Planning Supervisor	Job Location:	Horseheads, NY

SUMMARY

Plans, schedules, coordinates and/or monitors the flow of products through the complete production cycle. Provides timely planning and scheduling of manufacturing work orders to the manufacturing floor in order to achieve both internal financial goals and customer delivery dates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (*additional duties may be assigned*):

- Coordinate production operations in accordance with material, labor, and resource availability.
- Maintain an accurate accountability of specification changes and shop order reconciliation in support with the finance group, for major projects.
- Recommends use of alternative parts, materials, or manufacturing methods to reduce costs.
- Implement and maintain various manufacturing plans, Bill of Materials, work instructions and illustrations to define and document as-built configurations.
- Support and resolve manufacturing related issues of limited scope.
- Assist in providing input to design, manufacturing processes and manufacturing technologies to meet cost and schedules.
- Need to be able to manage work order schedules, prepare status reports, schedule issues and develop resolutions to meet productivity, quality, and goals and objectives.
- Regularly provides production status updates to management
- Oversee all production builds per the Master Schedule, in accordance with customer delivery requirements.

BASIC DUTIES & RESPONSIBILITIES include the following (*additional duties may be assigned*):

- Publish daily material shortage and priority lists for procurement visibility, and work with teams to resolve issues.
- Respond to expedite requests, both internal and external.
- Reviews the final specifications and questionnaire details with manufacturing engineering, in-house sales and the planners to confirm the order accuracy.
- Conveys order changes to the appropriate logistics team members, followed by updating the final outcome in our business systems modules.
- Release manufacturing shop orders to the warehouse for picking, and or machine shop.
- Coordinates interdepartmental activity with quality assurance, manufacturing, purchasing, engineering, inventory control, etc.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

TRAVEL

Minimum travel as required.

EDUCATION and/or EXPERIENCE

Associate's Degree (A. A.) and 2 years related experience and/or training or equivalent combination of education and experience. Must have demonstrated ability to work independently as well as in a team environment. Sound knowledge of Material Requirements Planning (MRP) and related software

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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Excellent oral and written communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to read/interpret mechanical/electrical drawings. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of determining economic order volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

CERTIFICATES, LICENSES, REGISTRATIONS

CPIM or APICS is preferred.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Highly skilled in Microsoft Excel, Strong Knowledge of ERP systems necessary for managing orders and day to day admin responsibilities of a manufacturing planner. Experience with Microsoft Office 365 (Teams) is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands to touch, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently move up to 25 pounds and occasionally move up to 50 pounds. Common sense should be used, if the item is more than can lift comfortably get help and/or use a forklift or hoist. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an open office environment where there are frequently distractions and disruptions, the noise level is usually moderate.

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Employee Signature: _____ Date: _____