

Production Planner

Description

Family owned and operated since 1936, Terri Lynn, Inc. is an industry-leading direct source manufacturer and supplier. We are poised to help bakeries, dairies and confectioners meet any challenge, new idea of ingredient statement.

By producing consistent, quality ingredients, we have earned our reputation as one of the most committed and respected ingredient suppliers in the United States. Our clientele consists mainly of confectioners, bakeries, dairies (ice cream manufacturers), restaurants, retailers and fund raising organizations. Products are roasted, cut, mixed, candy coated, processed, packaged and shipped directly from the Elgin, Illinois headquarters.

In summary, our **MISSION** is to provide quality food products that exceed not only quality and safety standards but to exceed our customers' expectations in all areas of our operation, from customer service to completed deliveries on time.

Production Planner

Summary

Assist the Plant Manager in all production planning and processing, to meet expectations for safe quality products and timely delivery of customer orders. Responsible for reporting any food safety or quality problems to the Plant Manager or to Quality Control. May be required to complete additional tasks as requested by the Plant Manager.

Production Planner is in charge of scheduling every day's work for all departments (Roasting, Cutting, Mixing, Inspection, Candy, Sorting, and Bagging). Production Planners must check daily for all the orders entered the previous day by customer service; check product availability and prioritize the orders by date needed. Production Planners must coordinate with Quality Control to accomplish orders with special requirements (ex. Special label, COA, etc.). Production Planners must request Inventory Control to bring product from outside warehouses and inform Shipping department when finished product is going to be available. Production Planner meets daily with Plant Manager to go over departments schedules, order status and extend hours and personnel needed. Production Planners should communicate with Purchasing when raw materials are needed. Production Planners reports to the Plant Manager.

Essential Functions

Production Planner must generate the orders to all departments; give one copy to the Locators to pull the product out from the cooler and/or warehouse, and the other copy to the Lead Worker of the department in charge of completing each order. Production Planners must enter all tickets of production in the system while and after orders are completed.

Nonessential functions

Coordinate with Human Resources for personnel needs, time cards and uniforms;

reports to Human Resources absences, anyone who is tardy, and daily accidents.

Knowledge, skills and abilities

Production Planners must have basic computer skills and knowledge in Word and Excel. They must also have good communication skills and be bilingual in Spanish.

Working conditions

A minimum of 40 hours a week and the flexibility to alternate shifts and work over time when needed. Production Planners will be required to work most Saturday when production is running. Production Planners must be able to travel throughout all locations in the plant including upstairs and on mezzanines and in the cooler. Light lifting is

Requirements

Minimum qualifications

Must have 5 years' experience as a Production Planner (preferably in food manufacturing) or a college degree in a related field.

Must be bilingual in English and Spanish

Success factors

Must have multitasking abilities

Good communication and organization skills to be successful as a Production Planner

Benefits

Benefits offered include :

Health insurance, sick pay, holiday pay, vacation pay and Aflac

Job Snapshot

Location : Elgin, IL

Employee Type : Full-Time

Industry : Food, Manufacturing, Industrial

Manages Others : Not Specified

Job Type : Manufacturing, Management

Education : 4 Year Degree

Experience : At least 5 year(s)

Travel : None

If interested email you may email Randi Creed at hr@terri Lynn.com