

Job Description: Production Planner/Scheduler

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.

Accountabilities:

- Review open sales orders to determine customer requirements
- Coordinate delivery of parts to expedite flow of material to meet production schedule
- Support purchasing
 - o Expedite suppliers purchase orders if required
- Utilize ERP system to auto-generate manufacturing work orders
- Release manufacturing work orders to the warehouse for kit picking
- Coordinate between warehouse and purchasing on material shortages
- Notify Sales of any schedule impacts to customers
- Coordinate/expedite manufacturing builds to ensure schedules are achieved
- Completes status reports, such as production progress, customer information and materials inventory
- Exercises judgment within defined procedures and practices to determine appropriate action.
- Performs other duties as required

Requirements:

- Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Ability to interact well with internal and external customers.
- Excellent communication skills.
- Ability to read write and communicate effectively in English.
- Proficient use of computer systems and software applications.
- In-depth knowledge of ERP or MRP software preferred.
- Minimum high school diploma or equivalent
- Minimum of 5 years production planning experience in a related industry
- Good communications skills

Career Level Required	Experienced (Non-Manager)
Experience Required	5+ to 7 Years
Education Required	High School or equivalent
Job Type	Employee
Job Status	Full Time

Contact Information

Phone :

Fax :

Email : grempe@eeimfg.com
