

## **PRODUCTION PLANNER/MATERIAL COORDINATOR JOB DESCRIPTION**

### **General Purpose**

To plan, organize and control production, to ensure that goods are produced efficiently, on time, within budget and to standard, to maintain critical inventory levels.

### **Main Job Tasks and Responsibilities**

- plan a production schedule for the job
- implement and control the production schedule
- review and adjust the schedule where needed
- determine the human resources required
- determine the material resources required
- manage human and material resources to meet production targets
- make decisions about equipment use, maintenance, modification and procurement
- work out and implement standard operating procedures for production operations
- ensure that standard operating procedures are adhered to
- ensure implementation and adherence to health and safety procedures
- set product quality standards
- monitor quality standards of products
- implement and enforce quality control and tracking programs to meet quality objectives
- analyze production and quality control to detect and correct problems
- determine and implement improvements to the production process
- prepare and maintain production reports
- monitor and review the performance of staff and organize necessary interventions for improvement
- estimate production costs
- set production budgets
- manage production budgets
- implement cost control programs
- ensure efficient collaboration and coordination between relevant departments including procurement, distribution and management

### **Education and Experience**

- bachelor's degree - business administration, management, engineering, industrial technology
- knowledge and experience in production and manufacturing processes and techniques
- knowledge of raw materials
- knowledge of quality systems and standards

- knowledge of health and safety standards and compliance
- knowledge of process improvement techniques
- knowledge of business, finance and management principles
- knowledge of human resource principles and practices
- knowledge of machines and tools
- knowledge of engineering and technology principles and practices
- solid computer skills, previous ERP experience considered an asset

### **Key Competencies**

- critical thinking and problem-solving skills
- planning and organizing
- coordination and control
- time management
- attention to detail
- decision-making
- communication skills
- persuasiveness
- negotiation
- influencing and leading
- delegation
- team work
- conflict management
- adaptability
- stress tolerance