



JOB TITLE: Production Planner

DEPARTMENT: ISCM
REPORTS TO: Supply Chain/ Purchasing Manager

EXEMPT: Yes
STATUS: Full-time

JOB SUMMARY:

The production planner's primary objective is planning, scheduling, and monitoring production activities, with a goal to optimize inventory levels for on time delivery. They will develop and launch replenishment work orders to our manufacturing teams for products we intend to sell. The work orders are for all products we manufacture and can be either make to stock products to replenish our warehouse store or make to order products specific to a customer order.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for planning production to meet short term customer demand and seasonal target inventory levels based on available production staffing and capacity
- Create / maintain production schedule on daily / weekly basis for assigned area and all relevant work centers.
- Manage finished goods inventory, by sku, at a level that satisfies the company customer service objectives, while minimizing inventory, production, transportation and warehousing costs.
- Review finished goods inventory data on a regular basis and advise Supply Chain personnel of any critical supply issues that could result in potential customer service problems.
- Evaluate part usage patterns to make decisions to control Inventory while maintaining appropriate customer service levels
- Evaluate part usage patterns to make decisions to control Inventory while maintaining appropriate customer service levels. Conduct ABC analysis on all parts.
- Make necessary adjustments to short-term and intermediate schedules on a daily basis, reacting to market demands.
- Works closely with product management, purchasing, and operations to plan and execute new product introductions and targeted product eliminations
- Identifies and works with all functions to minimize slow-moving, obsolete and distressed inventory
- Develop and lead short term projects related to capacity studies, cost savings initiatives, and other ensure supply objectives related to supply planning.
- Monitor & implement BOM and ECN changes
- Analyze make to order reports, create, promise date and launch work orders.
- Communicate with operations colleagues on work order dates and quantities.
- Provide updates and communications on work order expectations to sales.
- Monitor and measure material availability and promise date work orders accordingly.
- Cross functional team representative for improvement projects and pre-season planning
- ERP utilization for work order generation and operations and sales feedback.
- Other duties as assigned.



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

EDUCATION: Bachelor degree required. Preferred degree is in business administration, supply chain, distribution management or some other relevant field.

Note: Post graduate degrees obtained outside the U.S. may not be equivalent; requirements in these instances will vary.

EXPERIENCE: 3-5 years' experience in production planning and/or supply chain

CERTIFICATES, and/or LICENSES: APICS certification is a plus

COMPUTER SKILLS: Strong working knowledge and experience with ERP systems, Demonstrated expertise in Microsoft products especially Excel.

OTHER SKILLS and ABILITIES: Precise communication skills, both written and verbal, to effectively and professionally work with internal colleague groups and representatives in the supply chain and community.

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.

- Ability to lift up to 25 lbs. a few times per week.
- Long periods of time sitting at a desk (daily).
- Manual dexterity to type on computer keyboard and operate general office equipment, such as phone, fax and copier.
- Must be able to speak and hear adequately.
- Clear vision for close distances and driving.
- Ability to drive and travel by commercial airline.

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.

- Office environment (controlled climate).
- Quiet to moderate noise; occasional loud noise when in production area.

TO APPLY: There are three ways to apply.

- Send resumes and cover letter (if available) to JOBS@wiseco.com
- Mail your resume and cover letter (if available) to: **Wiseco Performance Products - 7201 Industrial Park Blvd. Mentor, OH 44060-5396**
- Come to our address above between 9 am – 4 pm EST; Monday – Thursday to provide a resume and fill out an application (if applicable)

Thank you for your interest in working with Wiseco Performance Products!