



Production Planner Garfield Hts., OH

OBJECTIVE: This role will be responsible for all production and maintenance scheduling, including subcontract due dates and material due dates. Reports to Manufacturing/Process Engineer.

Primary responsibilities:

- Preserve planned rush capacity through scheduling longer lead time orders
- Work with multiple department to accomplish goals (i.e. Operations Manager, Purchasing Manager, Maintenance Manager, and Inside Sales Manager)
- Own the scheduling views and tools from a day to day standpoint
- Provide quick responses to production issues and make capacity recommendations

Secondary responsibilities:

- Maintaining BOMs and shop routings
- Closing a feedback loop on shop routings and BOMs
- Identify, verify and develop corrective actions

Position Metrics:

- Ontime delivery %
- Shop overtime hours %
- # of late sales order lines
- # of corrected BOM's and Templates

Expected Experience/Capabilities:

- Minimum education associate's degree in management, engineering, or relevant field
- Prior experience desired in this roll, ideal 1-2 years but 0-5+ years will be considered
- Prior experience with MRP / ERP required
- Proficiency with computers especially with Excel and Word
- Desire to promote the success of the organization
- Demonstrated organizational skills a must
- Ability to handle and prioritize multiple tasks
- A familiarity with manufacturing is preferred, specifically with routings and BOM's
- Critical thinking and strong decision making ability; must be able to handle grey areas

PHYSICAL REQUIREMENTS:

- Sit [75%], Stand [25%], Lift [up to 25lbs], Walk, Bend, Stoop, Reach, Push & Pull, as well as Finger/Hand dexterity.

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