

Senior Production Planner

Job Summary:

The Senior Production Planner is responsible for production planning and coordinates production workflow for multiple products while prioritizing operations to ensure maximum performance and minimum delay. Will take a lead role in continuous improvement, product flow and capacity improvement to improve the overall efficiency of manufacturing.

General Responsibilities:

- Plan and direct Production and Inventory Control for Operations to insure customer commits and Inventor objectives are met
- Coordinate Operations planning process to ensure that there is material and capacity available to support both Customer commits and forecast
- Direct the Inventory team to ensure that process controls are in place that will allow accurate Cycle counting
- Coordinate production team to insure schedule and customer deliveries are met. Work directly with Purchasing to insure purchased material is available to meet the scheduled requirements
- Stay current with software development, provide on-site technical expertise for the ERP system and write ad-hoc reports as required
- Identify software procedural improvements to the Operations process to eliminate waste
- Relay relevant information to management regarding material shortages, potential schedule interruptions, and possible equipment maintenance that would affect a smooth and timely production input
- Analyze customer demand information, forecast, orders, labor, and material availability and develop a flexible yet efficient master schedule
- Review part availability including quality approval prior to scheduling

Job Qualifications:

- Bachelor's Degree in Business Management or the equivalent of 5 years in manufacturing operations, including manufacturing systems, product costing and planning
- 3-6 years of planning experience in a manufacturing and electronic test environment for a minimum of a \$50M revenue per year business
- Experience with and a demonstrable knowledge in Tier II MRP system(s)
- Proven experience in a senior planning role
- Quality control process knowledge

Competencies:

- Fluent in MS Office
- Demonstrating excellent interpersonal communication skills
- Strong organization and problem-solving skills; a strong team player

- Knowledge of manufacturing principles and operations

Physical Demands:

The physical demands described within the Responsibilities section of this job description 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. While performing the duties of this job, the employee is regularly required to be independently mobile and may have to lift up to 40 pounds. The employee is also required to interact with a computer, and communicate with peers and co-workers.

Disclaimer:

It is the policy of Janteq Corp. to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Janteq Corp. will provide reasonable accommodations for qualified individuals with disabilities. Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.