



PRODUCTION PLANNER

Position will be responsible for coordination and planning workflow for multiple products and projects. Performs other related duties as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan and prioritize operations to ensure maximum performance and minimum delay.
- Monitor production to ensure deadlines are being met.
- Determine raw materials needed to cover production demand.
- Approve, release, monitor and complete manufacturing orders.
- Set up items and Bills of Material in MRP software
- Develop priorities and communicate the support functions while taking active role in problem resolution as required.
- Coordinate with all departments to ensure proper inventory levels.
- Interface directly with the area production team and as necessary with other departments.
- Prepare and submit status and performance reports.
- Ensure minimal impact to production plan by being proactive and addressing situations as they arise and in a timely manner.
- Create and update departmental SOPs and compose event reports, as needed.
- Perform inventory counts of all manufacturing plants.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE

- Education: High school or equivalent (GED); 3-5 years production planning/manufacturing environment experience required.
- Must have excellent Microsoft Word and Excel skills. • Strong communication skills: verbal and written.
- Understands the manufacturing process thoroughly, and has reasonable expectations as to what can be accomplished in a certain timeframe.
- Experience in Supply Chain with ERP software – experience with Oracle NetSuite is a plus.
- Experience in ERP implementation is a plus.
- GMP experience is a plus.

Equal Opportunity Employer