



Associate Production Planner

The Associate Production Planner has responsibility for on-time delivery and schedule attainment for one or more work groups within the facility by establishing and executing the daily production schedule for both subassembly and final assembly products through the use of lean manufacturing systems and techniques (e.g., card system). This position works closely with Production Leads, Scheduling, Customer Service, Kitting, Engineering, Inspection and Production Operators. The Associate Production Planner reports to the Master Scheduler.

Responsibilities:

- Support and coordinate with Leads to load work to production areas consistent with card system procedures, area demand, and scheduled dates.
- Perform daily audits of production card system to monitor compliance and WIP levels. Makes appropriate adjustments as necessary.
- Manage, schedule, direct, and execute the production schedule.
- Sets priorities at constraint work centers.
- Initiate document changes to reflect accurate procedures and/or operation standards.
- Resolve routine and unusual production problems related to materials usage and availability by pro-actively identifying the problems and taking the lead for resolution.
- Responsible for maintaining accuracy of WIP inventory.
- Attend WIP meetings and effectively communicate schedule exceptions to internal customers, such as Planners and Master Scheduler.
- Attend, participate and otherwise contribute to necessary review, planning, and communication meetings.
- Work with Manufacturing Leads to plan equipment, material, and labor requirements to execute production schedule.
- Initiate, lead, and/or contribute in activities to ensure achievement of quality, delivery, cycle time, cost, continuous improvement, and employee involvement goals.
- Continue to learn, increase, and update knowledge and methods affecting area of responsibility.
- Monitor factory performance metrics.

Requirements:

- High School diploma or GED
- Proficient in Microsoft Word, Excel, and Outlook.
- Minimum 3 years' experience working in a manufacturing environment, preferably a job shop, and constraint management.
- Prior experience with an MRP/ERP system is preferred.



- APICS certification is preferred. If certification is not in place progress towards this goal will be required.

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