

	TITLE/DEPARTMENT <p style="text-align: right;">Sr. Production and Materials Planner, Supply Chain</p>	
Position Description	BY/APPROVAL M. Lotierzo / A. Castellanos	REV/DATE ISSUED (MMM DD YYYY) Sep 30 2021

Job Title	Sr. Production Planner and Scheduler
Reports to	Supply Chain Manager
Works with	Supply Chain, Manufacturing, Product Development, Quality, Finance, Sales, Customer Service and Business Systems
Immediate Subordinates	n/a


Job Summary

The Sr. Production Planner and Scheduler is responsible and accountable for creating and maintaining an efficient production schedule to meet customer requirements and Order to Delivery (OTD) targets while facilitating new flow (On-hand + On-Order – Qualified Sales Order Demand), effectively utilizing inventory.

Main goal is to ensure the manufacturing team continues to meet and exceed daily and monthly targets. To ensure all our planning and scheduling systems are align with the proper set ups and updated attributes.

Specifically this includes:

- Finished goods and component inventory planning and management of inventory levels.
- Capacity planning.
- Production planning and production scheduling.
- Managing and monitoring supply chain planning performance and supporting KPIs.

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Duties and Responsibilities in the following areas:

A) PRODUCTION

- Manage the specifics of finished goods item masters, inventory target levels for all stocked items, inventory classification, and oversee bill of materials (BOM) information.
- Manage the development of appropriate production plans and daily production schedules for make-to-order items, alpha and beta production assemblies; and make-to-stock items.
- Determine and review production requirements based on plant capacity, plan work flow and schedules for production department and release manufacturing work orders.
- Monitor production status and Identify delays and accordingly adjust schedules to meet due dates and on-time delivery.
- Ensure all Work Order completion dates are maintained and up to date; communicate changes that will affect customer delivery commitments and finished goods availability to customer inside sales.
- Create and manage Bill of Materials (BOMs), production scheduling, and routing for new production introductions into manufacturing and the ERP system.

B) SUPPLY CHAIN

- Review demand and replenishment messages on a daily basis for raw materials, finished goods, test and sub-assemblies or configurable products within R+ system.
- Support raw material/component item masters, item inventory target levels, item classification.
- Manage the generation of raw material/component requirement forecasts on a yearly basis along with managing the generation of quarterly updates to forecasts specifically for the purpose of providing this information to suppliers that require it.
- Meet regularly with the Procurement Team to support and resolve any materials risks shortages.
- Coordinate tasks together with PnP-Selective Solder & Through Hole Planner.
- Coordinate with Procurement for on time availability of raw materials.
- Perform daily analysis of raw materials buffers vs customer demand.
- Lead weekly “production scheduling” and “finished goods inventory level information sharing” meetings.
- Assist in supporting and maintaining KPIs relevant to Supply Chain (i.e. On time delivery, WIP, capacity, etc.).

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C) BUSINESS PROCESS SUPPORT


- Support internal customer order requests as needed.
- Update and maintain item planning parameters – BoM routings, buffer/target levels, lead times, within R+, MRP (Great Planes) and DBR+ systems.
- Maintain and support the integrity of manufacturing execution systems (i.e. R+, DBR+,GP); additional IS support may be required
- Interact with Information Systems (IS) to ensure data interfaces are working properly with GP, R+ and DBR+.
- Participate in continuous improvement projects and other duties as required.

Job Requirements

- Extensive knowledge and experience working with different MRP/ERP systems. (DDM-MRP and SAP is highly desirable)
- Strong time management skills and multi-tasking capabilities.
- Detail oriented, highly organized and able to work independently in a dynamic and fast-paced team environment
- Outstanding communication (written and verbal), problem solving, and adaptable to a manufacturing environment.
- Able to work accurately while trying to meet tight deadlines.
- Advanced knowledge in Microsoft office products such as Excel pivot tables and Macros required Sharp analytical and problem-solving skills

Minimum Qualifications

- 5+10 years of relevant experience in forecasting, production, demand/inventory planning and supply chain management in hi-tech manufacturing environment is a must
- Bachelor Degree in business or operations management.
- Certified Demand Driven Planner (CDDP) or APICS certification preferable.
- Knowledge and awareness of Lean Manufacturing on high mix-mid to low volume models.

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Signatures

By signing below,

- The employee agrees to perform the role outlined in this document.
- The manager confirms this document accurately describes the role and its requirements.

Employee's Name (Printed)	Employee Signature	Date
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Manager's Name (Printed)	Manager's Signature	Date
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