



## Production Planner

POSITION CLASSIFICATION:
Regular, Full-Time
FLSA STATUS:
Non-Exempt
REPORTS TO:
Dir. Supply Chain and Operations
SUPERVISES:
N/A

POSITION SUMMARY:
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The Production Planner drives value for Ronk by centrally organizing and coordinating the procurement of materials and supplies and production planning. This hybrid role focuses on ensuring that raw materials, components, and other resources are available to meet production schedules efficiently while minimizing costs and delays. This requires developing relationships with suppliers who can meet Ronk's business needs, following purchasing processes and procedures, managing contracts, planning, work with production teams and resolving issues that may arise.

POSITION RESPONSIBILITIES:
<p><b>Purchasing/Procurement:</b></p> <ul style="list-style-type: none"><li>• Source and procure raw materials, components, and supplies needed for production.</li><li>• Negotiate pricing, terms, and contracts with suppliers to optimize costs.</li><li>• Monitor inventory levels and place orders to maintain optimal stock without overstocking.</li><li>• Track purchase orders and ensure timely delivery of materials.</li><li>• Build and maintain relationships with suppliers to ensure reliability and quality.</li><li>• Address supply chain disruptions by identifying alternative vendors or solutions.</li><li>• Monitors purchasing metrics such as vendor relationship monitoring, quality, OTD (date attained vs planned analysis and performance), price attained vs planned, supplier defect management, and vendor RMA.</li><li>• Coordinates daily receiving in ERP system and works directly with the suppliers to solve any discrepancies.</li></ul> <p><b>Production Assistant/ Scheduling:</b></p> <ul style="list-style-type: none"><li>• Assist with developing and maintaining production schedules based on customer orders, inventory levels, and capacity.</li><li>• Help coordinate with production teams to align schedules with workforce availability and equipment capacity.</li><li>• Monitor production progress and adjust schedules as necessary to meet deadlines.</li><li>• Communicate with stakeholders about schedule changes, delays, or resource needs.</li></ul>

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**QUALIFICATIONS (EDUCATION & EXPERIENCE):**

**Education:** Bachelor's degree in Supply Chain Management, Business Administration, or a related field (or equivalent experience) preferred.

**Experience:**

- Experience in purchasing, procurement, or supply chain management.
- Familiarity with production scheduling or planning in a manufacturing setting.

**Technical Skills:**

- Proficiency with ERP/MRP software (e.g., SAP, Epicor).
- Strong understanding of supply chain and production workflows.
- Data analysis and forecasting skills.

**Soft Skills:**

- Excellent organizational and multitasking abilities.
- Strong communication and negotiation skills.
- Problem-solving mindset to handle unexpected delays or shortages.

**Knowledge:**

- Familiarity with inventory management and lean manufacturing principles.
- Understanding of production processes, capacity planning, and material requirements.

**PHYSICAL ABILITY REQUIREMENTS:**

- Ability to communicate clearly in written and verbal formats.
- Ability to sit and stand for prolonged periods of time.
- Ability to utilize a computer keyboard, computer monitor, adding machine, and telephone for prolonged periods of time.

*This job description is intended to be a summary of the scope of the responsibilities, essential functions, and requirements of this position. It is not considered an inclusive listing of the work requirements and duties an individual may perform in this position. Ronk Electrical Industries, Inc. reserves the right to modify/update the functions and requirements of this description.*

*Ronk Electrical Industries is an Equal Opportunity Employer.*