

## **JOB DESCRIPTION**

**JOB TITLE:** Production Planner

**FLSA STATUS:** Exempt

**SUMMARY:** The Production Planner is responsible for developing, managing, and continuously improving production schedules to meet customer delivery requirements while optimizing capacity, material flow, and inventory levels. This role supports an IATF 16949 environment by ensuring planning activities align with quality standards, traceability, and customer-specific requirements

### **DUTIES AND RESPONSIBILITIES:**

- Review and act on order releases, planning signals, and exception messages from the ERP/MRP system.
- Develop and maintain production schedules to meet customer demand while maximizing equipment and labor utilization.
- Analyze safety stock, lead times, and capacity constraints to balance service levels and inventory investment.
- Monitor daily production performance versus plan; adjust schedules to mitigate shortages, downtime, or supply risks.
- Track productivity, efficiency, and adherence to schedule; communicate gaps and recovery plans.
- Coordinate with Purchasing, Engineering, Quality, and Manufacturing to ensure material availability and readiness for production.
- Support launch activities, engineering changes, and phase-in/phase-out planning.
- Ensure compliance with IATF 16949 requirements, including traceability, FIFO, and customer-specific logistics rules.
- Participate in continuous improvement and VAVE initiatives to reduce cost, improve flow, and eliminate waste.
- Maintain accurate planning parameters in the system (BOMs, routings, lead times, lot sizes).
- Prepare reports and KPIs related to delivery performance, inventory turns, and capacity utilization.
- Perform other duties as assigned by management.

### **SUPERVISORY RESPONSIBILITIES:**

- This position has no supervisory responsibilities.

### **QUALIFICATIONS:**

- Strong understanding of MRP/ERP systems and demand planning.
- Knowledge of IATF 16949 and automotive customer requirements.
- Capacity planning and production sequencing.
- Inventory control and materials management.
- Data analysis and problem-solving.
- Ability to manage priorities in a fast-paced environment.
- Effective cross-functional communication.
- Continuous improvement mindset (Lean manufacturing principles).

- **Required**
  - Bachelor's degree
  - 2 to 3 years of experience in a production planning/materials controls function
  - Familiar with EDI demand and scheduling
  - APICS
  - 6σ
- **Preferred**
  - Bachelor's degree in Manufacturing or Engineering
  - 5 years of experience in a production planning/materials controls function
  - Familiar with EDI demand and scheduling
  - Oracle
  - SAP

### **COMPETENCIES:**

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Sit or stand, as needed, and walk primarily on a level surface throughout the day
- Reach above shoulder height, below the waist, or lift as needed to file documents or store materials (up to 50 pounds) throughout the work day using proper lifting techniques
- Fast-paced, and often stressful, work environment
- Some hands-on work is to be expected
- Time will be balanced between using computers in an office space, walking through the warehouse, and along loading docks to supervise projects
- Require use of personal protective equipment such as safety glasses and safety shoes



*The Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*The above job description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*