



Job Title: Production Planner
Reports To: Master Scheduler

Summary of Position:

The Production Planner is the individual responsible for ensuring customer demand is analyzed and coordinated with Supply Chain and Capacity to ensure requirements are met. Manages both the business processes and the tactical elements of forecasting, demand, excess/obsolete inventory, and rough-cut capacity planning. Ensures manufacturing schedules reflect sales, bookings and aftermarket demand with capacity and supply. Responsible for demand accuracy and stability.

Duties and Responsibilities:

- Provide feedback to departments on necessary actions to support current and future demand.
- Address demand-related risks in a timely and develop effective mitigation plans.
- Effectively manage cut-in dates resulting from engineering, supplier, and make/ buy changes.
- Analyze new product introduction, and existing product risk mitigation for long lead time items.
- Participates in S&OP (Sales & Operations Planning) collaboration and consensus demand planning process.
- Propose and implement solutions to improve demand forecast accuracy.
- Successfully communicate forecast and inventory estimations to management.
- Analyze forecast impact to inventory and conduct monthly forecast maintenance.
- Provide input on developing inventory strategies utilizing order modifiers that include safety stock, min order qty, fixed order qty, fixed days' supply.
- Analyze inventory for excess and/or obsolete materials/components and suggest actions to reduce inventory.
- Analyze customer demand trends and recommend adjustments to forecast, inventory and capacity plan.
- Serves as a subject matter expert for forecasting, excess/obsolete inventory, and rough-cut capacity planning.
- Understand capacity planning in relations to Oracle and provide setup recommendations to operations.
- Manage and lead meetings to routinely review the demand and alignment with capacity plan.
- Evaluate, recommend, and implement new solutions to current processes of using Oracle.
- Train end users on improved Oracle functionality.
- All other duties as assigned.



Core Competencies:

- Commitment to company values and ethics.
- Strong judgement and decision making.
- Dependability: personally responsible, completes work in a timely manner, and performs tasks accurately.
- Motivation: must maintain a positive attitude and strong work energy.
- Leadership: demonstrated ability to lead people and get results through others.
- Analytical skills: able to gather information and use data to determine cause and effect for problem solving.
- Communication: excellent interpersonal and oral and written communication skills.
- Independent: must have the ability to carry out and follow through on tasks with minimal supervision.
- Problem Solving: ability to develop and implement new ideas to improve processes.
- Organization: very detail oriented and always comes prepared. Maintain strict confidentiality and professionalism.
- Time management: ability to organize and manage multiple priorities and effectively deal with tight deadlines and pressure situations.
- Continuous learning: ability to learn new procedures and adapt to change.
- Creativity: makes constructive suggestions and creates novel solutions to problems; evaluates new technology as potential solutions to existing problems.
- Initiative: plans work and carries out tasks without detailed instructions, prepares for problems or opportunities in advance, undertakes additional responsibilities.
- Teamwork: works harmoniously with others to get a job done, responds positively to instructions/procedures, and works well with others.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor of Science degree (B.S.) from four-year college or university and 5 years related experience and/or training.
- Strategic thinker, strong analytical skills, able to synthesize considerable and complex data.
- Experience in utilizing spreadsheet and ERP- type software in managing the planning process.
- Strong PC skills (Excel, PowerPoint, Word, Project, Access, Minitab).



Physical Demands/Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maneuvers in, around, under, and about factory and/or laboratory equipment on a regular and continuous basis.
- Must be able to lift and carry up to 40 pounds and comply with OSHA standards.

While performing the duties of this job, the employee may be regularly required to sit, stand, bend, reach and move about the facility. The environment characteristic for this position is an office setting. Candidates should be able to adapt to a traditional business environment.

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