

Job Description: Production Planner Assistant

Job Summary: Prepares manufacturing work orders for Capital Equipment, Product Enhancements and Sales orders through Material Requirements Planning (MRP). Analyze and release work orders to manufacturing to meet schedule demands. Responsible for all work order creation and modification within selected manufacturing departments delegated by Senior Production Planner or management. Exercise judgement within generally defined procedures to determine appropriate action.

Essential Duties and Responsibilities:

- Release work orders to manufacturing to meet manufacturing schedule.
- Identify material shortages and notify management of impact on schedules. Advise relevant parties of inability to meet scheduled due date.
- Monitor and evaluate work center capacity. Communicate and negotiate schedules with production management, recommending alternatives should capacity conflicts arise.
- Day to day communication with other functional departments regarding schedule changes or conflicts as they affect work orders.
- Execute approved engineering changes.
- Assist in the development of standard cost.
- Perform make buy analysis and initiate change.
- Generate and modify routings and travelers and maintain operation number pegging of parts in a BOM.
- Work within KAN BAN and safety stock systems.

Requirements:

- Associates degree in logistics or supply chain management. APICS certification or similar is a plus.
- 3 years' experience in Manufacturing/ Materials environment.
- Extensive knowledge of MRP, Bills of Material, Shop Floor Control.
- Ability to organize and support special projects and continuous improvement plans.
- Proficiency in MS office applications, particularly spreadsheets is a plus.
- Ability to interact with peers and all levels of management.
- SAP experience is a plus.