

PRODUCTION PLANNER

If you qualify for this position, please e-mail your resume or internal application to careers@fibrebond.com.

JOB SUMMARY

Plans and prepares production schedules for manufacture of steel and concrete mission-critical equipment shelters and structures.

ESSENTIAL FUNCTIONS

1. Establishes summary and sequence detail schedules for each make-to-order job based on customer ship date, state approvals, required materials lead times and available capacity.
2. Troubleshoots job delays, coordinates the expediting of operations and/or materials that delay schedules and alters schedules to meet unforeseen conditions.
3. Liaison between Production and Project Management for customer schedule change requests.
4. Provides projected schedules when requested for Technical Sales quotations to customers.
5. Maintains and publishes production schedules.
6. Holds any needed cross-functional scheduling meetings.
7. Enters and maintains production job schedule dates in ERP system.
8. Daily coordination/partnership with production supervisors, project managers, plant management, and quality department to evaluate any changes needed in the production schedule.
9. In collaboration with the Production and Project Managements teams, drives continuous improvement to increase efficiency and reduce costs.
10. Plans and tracks shipping/distribution metrics.

QUALIFICATIONS

1. Bachelor's degree in Supply Chain Management required.
2. Two + years of experience in a supply chain/factory environment preferred.
3. APICS CPIM certification a plus.
4. Excellent written and oral communication skills a must.
5. Computer skills required; must be proficient in Microsoft Excel.
6. Ability to exchange information clearly and concisely, present ideas, and report facts and other information
7. Accuracy required when working with details under time pressures. Must be organized and able to work on multiple projects at the same time.
8. Positive attitude and the ability to establish and maintain effective working relationships with co-workers and customers.
9. Strong planning and problem-solving skills required.
10. Must be a team player.
11. Must possess a high degree of motivation and self-direction.
12. Due to confidential nature of job, i.e. pricing information, Fibrebond's usage and requirements, procedures and methods, employee issues, wage and salary information, the highest level of integrity and discretion is required.