JOB SUMMARY

The Production Planner coordinates and expedites the flow of work and materials within or between departments according to daily and weekly production schedules. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; inventory levels, and solving production problems.

RESPONSIBILITIES

- Ensure daily production requirements are achieved to meet customer expectation
- Analyze and prepare documents needed for production.
- Data analysis and decision making to support raw material supply and finished goods demand.
- Creates production schedule and prioritizes job-orders for production optimization.
- Maintains the production schedule and other reports as required.
- Follow-up as required with all teams to expedite flow of materials and documents to meet production schedule and customer expectation.
- Complete status reports for production progress, work in process, and raw material inventory.
- Interacts with shop floor management on a daily basis to resolve issues regarding manufacturing efficiencies or additional information as requested from Manufacturing, Customer Service and Accounting.
- May be asked to perform other duties at a lower level or higher level of proficiency.

EDUCATION / EXPERIENCE REQUIREMENTS

- College Degree or equivalent work experience preferred.
- High School diploma or GED Required
- One year experience in a manufacturing environment preferred.
- One year of MRP system experience preferred.
- APICS Certification preferred.

SKILLS AND ABILITY EXPECTATIONS

- Understanding of ERP system and Microsoft Office products; strong computer skills.
- Strong organizational and communication skills.
- Detail-oriented, ability to multi-task and prioritize tasks with strict deadlines.
- Good customer service/phone skills and flexibility for handling a wide range of activities.
- Using logic and reasoning to identify solutions to problems.
- Demonstrate personal time management skills.

EXPECTATIONS

- Set the example by actively contributing to department and company goals.
- Take initiative and seek additional training or direction as needed.
- Build quality into work. Ensure processes are consistent with quality objectives. Be aware of current quality levels versus target levels.
- Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.
o Maintain a clean and safe work area.

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**PHYSICAL REQUIREMENTS:**

- Temperature: 65 – 75 degree
- Other Hazards: None (poor ventilation, chemical, electrical, etc.)
- Protective Clothing Required: ESD Smock
- Physical Activity:
  - Sit – 50%
  - Stand - 15%
  - Walk – 27%
  - Squat - 0%
  - Bend - 1%
  - Twist - 0%
  - Lift – 5%
  - Kneel - 0%
  - Drive - 2%
  - Climb - 0%
  - Crawl – 0%
- Reach above shoulder - 0%
- Maximum consecutive time during the normal workday for each activity:
  - Sit – 300 min
  - Stand - 5min
  - Walk – 30 min
  - Squat - 0min
  - Bend - 2min
  - Twist - 0min
  - Kneel - 0min
  - Drive - 0min
  - Lift – 10 min
  - Crawl – 0min
  - Reach above shoulder: 0min
- Tools/Equipment Used:
  - Computer

Repetitive Use of Hands & Feet:

<table>
<thead>
<tr>
<th></th>
<th>Not Req’d</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Continuous</th>
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</thead>
<tbody>
<tr>
<td>Simple Grasping</td>
<td>X</td>
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<tr>
<td>Pushing/Pulling</td>
<td>X</td>
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<tr>
<td>Typing/Data Entry</td>
<td>X</td>
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<tr>
<td>Fine Manipulation</td>
<td>X</td>
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<tr>
<td>Repetitive use of foot in operating machine controls</td>
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Sensory Requirements:

Weight required to be manually lifted each normal work day:
(Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)
# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Production Planner</th>
<th>Department(s)</th>
<th>Planning</th>
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<tbody>
<tr>
<td>Direct Report(s)</td>
<td>None</td>
<td>Revision/Approval/Date</td>
<td>7/21/2011</td>
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<tr>
<td>Pay Schedule</td>
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<td>Pay Type</td>
<td>Exempt</td>
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| Lifting and Carrying: | files and drawings |

<table>
<thead>
<tr>
<th></th>
<th>Not Req’d</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Continuous</th>
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<tbody>
<tr>
<td>Up to 10 pounds</td>
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<tr>
<td>Up to 20 pounds</td>
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<tr>
<td>Over 100 pounds</td>
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