Position Title | Production Planning Analyst  
Direct Report(s) | None  
Pay Schedule |  
Department(s) | Planning  
Revision/Approval/Date | 6/4/2014  
Pay Type | Exempt

**JOB SUMMARY**
The Production Planning Analyst coordinates and expedites the flow of work and materials within or between departments according to daily and weekly production schedules. Duties include creating production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; inventory levels, and solving production problems. The analyst also compiles information into operational reports and leads meetings with other departments in order to meet customer requirements.

**RESPONSIBILITIES**
- Creates, executes and monitors production schedule and modifies job-orders for production optimization in a manufacturing environment.
- Ensure daily production requirements are achieved to meet customer expectation.
- Data analysis and decision making to support raw material supply and finished goods demand.
- Follow-up as required with all teams to expedite flow of materials and documents to meet production schedule and customer expectations.
- Complete reports of production progress and work in process including leading meetings and communicating issues to the appropriate personnel quickly.
- Work cross-functionally to communicate proactively with customer service, sales, production and other relevant areas to ensure customer commitments align with production schedules, and any deviations are proactively shared with appropriate parties.
- Resourceful in multi-tasking, anticipating needs and developing creative solutions to resolve production problems.
- Responsible for maximizing capacity at production locations by monitoring schedules and identifying and communicating issues.
- Creation of operational reports as requested.
- May be asked to perform other duties at a lower level or higher level of proficiency.

**EDUCATION / EXPERIENCE REQUIREMENTS**
- High School diploma or GED required
- Bachelor’s Degree in Operations, Logistics, Engineering, Business, Accounting, Finance or comparable work experience required.
- Proficiency with computers and experience with MS Excel
- Two years’ experience in a manufacturing or distribution environment preferred.
- One year of MRP system experience preferred.
- APICS Certification preferred.

**SKILLS AND ABILITY EXPECTATIONS**
- Understanding of MRP/ERP systems; Microsoft Office products; strong computer skills.
- Strong organizational and communication skills.
- Detail-oriented, ability to multi-task and prioritize tasks with strict deadlines.
# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Production Planning Analyst</th>
<th>Department(s)</th>
<th>Planning</th>
</tr>
</thead>
<tbody>
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<td>None</td>
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<td></td>
<td>Pay Type</td>
<td>Exempt</td>
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</tbody>
</table>

- Good customer service/phone skills and flexibility for handling a wide range of activities.
- Using logic and reasoning to identify solutions to problems; strong analytical skills.
- 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.
- Maintain a clean and safe work area.

## 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%
  - Other - 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
  - Climb - 0min
  - Crawl - 0min
  - Reach above shoulder: 0min
  - Push - 0min
  - Pull - 0min
- **Tools/Equipment Used:**

<table>
<thead>
<tr>
<th>Frequency of Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-33%</td>
</tr>
<tr>
<td>34-66%</td>
</tr>
<tr>
<td>67-100%</td>
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</tbody>
</table>

| Computer          | X |

## Repetitive Use of Hands & Feet:

<table>
<thead>
<tr>
<th>Simple Grasping</th>
<th>Not Req’d</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Continuous</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></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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</table>
Position Title: Production Planning Analyst
Department(s): Planning
Direct Report(s): None
Revision/Approval/Date: 6/4/2014
Pay Schedule: Pay Type: Exempt

| Repetitive use of foot in operating machine controls | X |

Sensory Requirements:

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

<table>
<thead>
<tr>
<th>Weight</th>
<th>Not Req’d</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Continuous</th>
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</thead>
<tbody>
<tr>
<td>Up to 10 pounds</td>
<td></td>
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<td>X</td>
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<tr>
<td>Up to 20 pounds</td>
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<td>X</td>
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</tr>
<tr>
<td>Up to 35 pounds</td>
<td></td>
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<td>X</td>
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<tr>
<td>Up to 50 pounds</td>
<td>X</td>
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<tr>
<td>Up to 75 pounds</td>
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<tr>
<td>Up to 100 pounds</td>
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<tr>
<td>Over 100 pounds</td>
<td>X</td>
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Lifting and Carrying: files and drawings