

JOB TITLE: Sr. Production Inventory Planner

Sr. Production Inventory Planner
Plano, TX
Reports to: John Ryan

Requisition #19041
Job Grade 15

SUMMARY:

The Sr. Production Inventory Planner position manages the flow of raw materials to MO's, establishes, maintains, and monitors the production schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Load MO's into GP based on current contracts. Contract MO's to be loaded within 48 hours of submission. MO's are to be scheduled with a due date prior to or on the date required to meet forecasted demand..
- Assure the plan is executable by level loading the schedule, and working with production. Resolve scheduling conflicts using input from purchasing and production.
- Evaluate the forecast of components against the visual schedule twice a month to verify the schedule is correct. All changes to the forecast should be confirmed as executable prior to entry.
- Review a QUEUE report several times a day; to view components received that need to be allocated to MO's. Initial review should occur at very start of day, to capture components received late the previous day.
- Prioritize work schedules when necessary due to component availability or customer requirements. MO's that require re-scheduling to a later date require immediate notification to those impacted.
- Attend daily production meeting with Order Desk/Manufacturing. Provide as needed a daily purchasing meeting to determine material availability, and to review component shortages and discuss problems and priorities.
- Analyze the impact of discontinued components with the assistance of Manufacturing Engineering. Picklists should be modified to minimize orphaned components, optimize use of EOL/Discontinued items, and to provide seamless production flow.
- Review partial MO's, complete but not closed, or otherwise hung MO's weekly.
- Learns about Company's business as appropriate. Shows up to work on time and attends work as scheduled.
- All other duties as requested by supervisor or department head.

COMPETENCY 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. If an employee does not meet the required competency level in any area, a required development training plan will be implemented.

Job-Specific Competencies:

(Education and/or years of experience; technical and/or analytical; software or applications; department and/or position specific; internal or external certifications required)

- Extensive hands-on experience with a computerized production planning systems such as MRP II. Professional certification by the American Production and Inventory Control Society (APICS). Ability to analyze situations and react in a timely manner as necessary.
- A Bachelor's degree in materials management or business with up to five year's experience in manufacturing, production planning, and materials control function.
- Ability to follow all applicable Business Management System (BMS) processes.

Management Competencies:

(Management experience required)

- None

Core Competencies:

(Other core requirements including communication, presentation, language, math, and reasoning skills)

- Ability to read, write and speak English.
- Ability to compose reports and correspondence.
- Excellent written and verbal communication skills.
- Knowledge of basic addition, subtraction, division and multiplication of numbers is required.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Know and follow established company core values.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Lifting Requirement: 20 pounds
- Lifting Limitations: 50 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is typical office with moderate noise levels.

If you are qualified and interested in this position, please contact [Keisha Russell](#) in Human Resources.