

## Production Planner

### Job Summary:

The Production Planner is responsible for developing and managing production schedules to ensure efficient use of materials, labor, and equipment while meeting customer demand. This role coordinates with Purchasing, Manufacturing, Engineering, and Inventory Management to maintain optimal production flow, minimize shortages, and support on-time delivery of AEC products. The Production Planner also ensures that ERP/MRP systems, like SYSPRO, are effectively used to drive production and material planning decisions.

### Essential Duties and Responsibilities:

- Develop and maintain production schedules based on demand, forecasts, and inventory levels.
- Review material availability and coordinate with Purchasing to resolve shortages.
- Monitor production capacity and adjust schedules to meet customer delivery requirements
- Maintain accurate planning parameters including lead times, safety stock, and reorder points within the ERP system.
- Analyze production data and recommend improvements to increase efficiency and reduce downtime.
- Coordinate with manufacturing teams to ensure production plans are achievable and aligned with available resources.
- Communicate schedule changes, risks, and constraints to relevant departments.
- Support inventory management initiatives by balancing production output with inventory targets.
- Work with Engineering and Product Launch teams to support new product introductions and ensure production readiness.
- Monitor and release work orders within the ERP system to support the production schedule.
- Assist in identifying and resolving production bottlenecks.
- Support continuous improvement initiatives within the supply chain and manufacturing processes.
- Monitor MRP recommendations and exception messages within the ERP system to identify material shortages, rescheduling requirements, and planning risks.
- Balance production schedules with available capacity, labor, and material constraints to maintain schedule stability and on-time delivery performance.
- Analyze inventory levels and demand trends to support improved inventory turns while maintaining required service levels.
- Other duties as assigned.



### Requirements:

- Strong organizational and time management skills.
- Ability to analyze data and make informed planning decisions.
- Excellent communication skills with the ability to collaborate across departments.
- Strong problem-solving and analytical abilities.
- Detail oriented with the ability to manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Excel.

### Education and Experience

- 5 years of production planning, scheduling, or supply chain experience preferred.
- Experience working in an ERP/MRP planning system required.
- Experience in a manufacturing environment is preferred.

### Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate each department at the organization's facilities.
- Must be able to lift 15+ pounds.

