



Production Planner

EMPLOYMENT AGREEMENT: Exempt

ADVISOR: Master Scheduler

PRIMARY CHARACTERISTICS:

- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Team Work:** Create a positive, energizing, and rewarding environment for all Coworkers. Work closely with other Reell facilities, functional leaders and coworkers to achieve broader corporate goals.
- **Professionalism:** Displays professionalism to all Reell constituents by the actions, attitudes and work style displayed. Displays appropriate professional dress.
- **Continuous Improvement:** Proactively identify, justify, and initiate production planning improvement projects that will reduce costs, improve efficiency and/or coworker productivity. On a regular basis, propose production planning-related cost reduction ideas to Reell's senior leadership team.
- **Communication:** Assures that the necessary frequency and timeliness of production planning information is provided to Customer Service and maintained in the ERP system. This includes timely and accurate information flow to all of Reell's world wide facilities keeping in mind time differences or the need for communication outside of normal business hours.

KEY RESPONSIBILITIES:

- **Production Scheduling:** Generates daily schedule reviews and communications with production as needed for daily production plans & changes. Reviews part availability including quality approval prior to scheduling. Updates the posted schedule as needed for each production resources/area. Releases WO's for production to support the daily production schedule. Maintains a hands-on knowledge and interaction with manufactured products and processes for improved scheduling capabilities. Works with sales, customer service and engineering to review delivery lead-time changes for new orders or new products.
- **Delivery Estimating:** Works with sales, customer service, and engineering to review pending delivery lead-time changes for new orders or new products. Creates and utilizes a Delivery template for consistent communications.
- **Technology:** Systems support, management, optimization (Oracle and otherwise).
- **Inventory Control:** Works closely with the Master Scheduler and Global Sourcing department in their efforts to optimize inventory levels and supply chain capacity requirements. Manages the schedule and WO quantities to meet or improve the lot size targets for internal manufacturing and outside processing orders. Balance between meeting economical lot size and managing inventory value down. Identifies and communicates any significant issues regarding material usage, scrap, or shrinkage when monitoring WO's.
- **Planning:** Develops and maintains production plans as needed for unique situations and customer requests. Provide detailed analysis of part availability, capacity management, and estimated ship dates to the team. Works with production to identify alternative options to maintain or improve the production plans. Works with sourcing to ensure material availability and identify possible schedule improvements. Track the required due dates and ensure Sourcing dates are consistent with the production plan.
- **Inter-Company Order Management:** Work with a multicultural team to support the Inter-Company. Work with customer services and production at all of Reell's facilities globally to assure that high service levels

are being met. Work with Master Scheduler to maintain inventory levels at all facilities. Work with sales and Master Scheduler to participate in transfer pricing decisions.

- Outside Process Scheduling: Support the daily schedule by creating and releasing OSP work orders. Create, monitor and send OSP Purchase Orders to suppliers. Manage day-to-day relationship with OSP suppliers. Communicate with Master Scheduler, other production planners, production and other areas of any changed order status. Work with Global Sourcing to review pricing of OSP operations.
- Continuous Improvement & Systems Support: Assists in manufacturing management efforts to implement Lean Manufacturing principals, Visual Factory Management, and material flow improvements. Identifies methods to reduce internal lead-time of manufacturing to support the operations objectives. Continuous development of ERP/MRP skills to optimize the use of our business systems. Maintain current knowledge of system improvements.
- Other duties as assigned.

SKILLS REQUIREMENTS:

- Adaptability
- Continuous Learning
- Industry and Technical Knowledge
- Computer Skills: Required proficiency in MS Office Suite and ERP. Advanced Excel skills
- Demonstrated ability in creation of schedules and production plans
- Able to Lead problem solving efforts associated with production planning
- Able to determine root cause of problems and oversee short and long term corrective actions
- Ability to teach & train appropriate production staff on needed transactions to support work order management
- Able to work cross functionally with teams

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- Associate degree in Business Management or other related field
- Four years manufacturing experience with a minimum of one year in scheduling or planning

PREFERRED REQUIREMENTS:

- Four year Bachelor degree, with emphasis in Operations Planning/Management
- APICS certification in CIRM or CPIM

PHYSICAL REQUIREMENTS:

- Travel and availability: Domestic and international travel as needed to accomplish objectives. Willing to travel to Reell's facilities world wide that utilize production planning tools and information (domestic, international) as required for position (likely less than 5% on annual basis)