

POSITION SUMMARY

JOB TITLE: Senior Production Planner

POSITION SUMMARY STATEMENT

The primary purpose of this position is to maintain very high availability of manufactured products, while at the same time utilize all available production and logistics resources to their best advantage.

DETAILED RESPONSIBILITIES:

- Maintain distribution inventory levels at all stocking locations for all manufactured products.
- Sequence production at all four manufacturing locations consistent with agreed-to production rates.
- Provide available-to-promise visibility of inventory, and up-to-date status of scheduled production.
- Contribute directly to the monthly sales and operations planning process.
- Measure inventory, production and logistics performance, and collaborate with other individuals to identify and implement improvements.
- Implement upgraded business processes and systems for inventory, production and logistics management.

ORGANIZATIONAL RELATIONSHIPS:

Interacts with all levels throughout organization; Sales, Marketing, Manufacturing, Purchasing, Product Management, Accounting and IT.

CREDENTIALS, KNOWLEDGE & EXPERIENCE:

Minimum Qualifications: The *minimum* qualifications which an individual needs to qualify for this position, and to successfully perform the duties and responsibilities of this position are:

- 5-7 years experience in master scheduling and sequencing production.
- 5-7 years experience in finished goods inventory and distribution management.
- Ability to solve practical problems and carry out responsibilities under minimum supervision.
- Ability to organize workload for effective results.
- Ability to interact effectively at all levels with sensitivity to morale.
- Ability to function as a leader and as an effective team member.
- Ability to adapt as the external environment and organization evolves.
- Accomplished in Microsoft Excel and Access.
- Mathematical aptitude and academic coursework including at least algebra and statistics.

Preferred Qualifications: Candidates without these qualifications *may be* considered, however they will need to commit on-the-job time and personal time and effort to acquire these attributes:

- APICS CPIM credential highly preferred.
- APICS coursework required or equivalent experience with ERP integrated planning systems.
- BS in Business Administration, Decision Science, Management or Operations highly preferred.
- Experience with Kaizen, or another formal method for continuous improvement.
- Working knowledge of lean manufacturing.
- Working knowledge of sales forecasting methods and processes.
- Working knowledge of sales and operations planning.

PHYSICAL DEMANDS:

- Must be able to work with production and yard operations personnel in their environment, which can be exposed to extreme weather, noise, and dirt/dust.
- Must be able to see, hear, speak and write clearly in order to communicate with employees and/or other customers.
- Manual dexterity required.

WORK ENVIRONMENT:

- The office is clean, quiet, orderly, properly lighted and ventilated, location TBD
- Occasional travel to other WGS locations is required.

PERFORMANCE STANDARDS & EXPECTATIONS

- Finished goods inventories at all locations are consistently maintained within prescribed minimum and maximum coverage levels.
- Excess, obsolete and other slow-moving inventory is continuously identified, and plans are carried-out for its sale, conversion or disposal.
- Inventory storage and transportation logistics resources are utilized within prescribed limits.
- Rough-cut capacity plans are maintained and incorporated into the sales and operations planning process to ensure production and other resources are available to support the business when required.
- Master production schedules are developed and used by production personnel to produce products in the proper sequence to meet sales demand. Master schedules are consistently maintained up-to-date to provide visibility of production status and inventory that is available-to-promise.
- Master schedule performance %, production plan vs. actual %, inventory coverage compliance %, and other key performance indicators are prepared and reviewed each month with production personnel. Improvement plans are developed, implemented and monitored.

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