



Job Description

Job Title: Production Planner	Job Code:
Department: Operations	Reports To: Operations Manager
Revision Date: 10/27/2017	Status: Non-Exempt

Job Summary: Responsible for the coordination of internal and external functions required to support the manufacturing and shipping of products to our customers. Responsible for developing an executable Master Production Schedule (MPS) and finite schedule for manufacturing through use of the ERP system. Update, correct and monitor scheduled production (i.e. jobs) through completion to keep ERP current with actual production output. Assess material readiness and process inputs to production schedule to allow for the high levels of efficiency in manufacturing. Responsible for generating and reporting operational KPIs (Key Process Indicators) on established intervals.

Duties and Responsibilities

- Schedule the production plan based on sales and forecasted requirements. Ensure production plan is propagated through the ERP system.
- Work with business development to provide Operations with updated forecast of build schedules and customer demand / deliveries.
- Review and firm Manufacturing Resource Plan (MRP) suggestions and release jobs in support of the production schedule, and keep MRP job database clean (job management).
- Work with materials and purchasing departments in both the preplanning and execution of the build plan.
- Issue job travelers, pick lists, and shop traveler documentation to the production floor.
- Communicate changes to the schedule or build quantity with materials and purchasing (other departments as necessary), especially when changes occur during production.
- Transact materials and products through the inventory system in support of production jobs.
- Complete jobs in ERP by ensuring all materials have been issued and all quantities are correct.
- Work closely with accounting to ensure the system has the correct production information to generate correct costing information.
- Work with Engineering on jobs for new parts or changes to existing parts, and on special jobs that require modifications to standard job travelers.
- Work closely with business development, purchasing, production, warehouse and inventory control to coordinate on-time delivery of materials and products to meet customer demands.
- Analyze material variances at the job level and report findings and potential process improvements.
- Collect and report ERP data for operational KPIs on established schedules.
- Use ERP system for data mining and trend analysis as requested.
- Support process documentation changes and internal / external audits as required.
- Consistently demonstrates commitment to Hexagon Composites' values of Integrity and Drive in all aspects of employment.
- Work assignments carried out to the highest quality level.
- Perform various other duties and activities as assigned by supervisor within the physical constraints of the job.

Knowledge, Skills and Abilities

- Comprehensive working knowledge of Excel and other Microsoft Office programs.
- Intermediate level of ERP use.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

- Experience working in the manufacturing industry with an ERP system and ISO9000 requirements preferred.
- Basic financial / accounting knowledge preferred.
- Basic order fulfillment knowledge.
- Firm understanding of planning and / or scheduling of manufacturing within an ERP system.
- Solid knowledge of logistics and supply chain processes (MPS production planning, sales/forecasted demand management, capacity leveling, and FG material inventory management).

Credentials and Experience

- Associate degree in Business or equivalent 4 years of experience and training required.
- Must be United States citizen, lawful permanent resident or otherwise eligible to work in the United States

Other Skills/Abilities or Special Requirements

- Ability to effectively interact with multi-functional areas (marketing/sales, manufacturing, engineering, purchasing, accounting, quality, etc.).
- High degree of demonstrated initiative and ownership, attention to detail and the discipline to follow through until completion of tasks.
- Ability to develop solutions to issues of varying size and complexity in a team environment.
- Ability to communicate at a high level verbally and in writing to various types of internal and external customers.
- Strong organizational skills.
- Ability to work on multiple projects and be able to prioritize tasks appropriately
- Ability to work effectively in a fast-paced and demanding environment with a strong sense of urgency.
- Technical aptitude preferred.
- Ability to sit for up to 8 hours or more per day with occasional standing / walking.
- Ability to work beyond a normal schedule as needed, such as during month end / year end or in other varied circumstances.
- Must exercise initiative or, as directed, perform additional duties to meet the needs of the organization.

Apply:

- Internal Applicants: Complete an internal application and submit to Human Resources
- External Applicants: Email your resume to apply@masterworkscs.com

or

Mail your resume to: MasterWorks, Inc.
Attn: Human Resources
86 York Street, Suite 4
Taneytown, MD 21787

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