



Planner Scheduler II

This position is responsible for planning, scheduling, coordinating and control of products through the production cycle. This includes developing a process and plan that analyzes current production/capacity needs and creates the most efficient production schedules for the plant. Responsible for effectively communicating the overall production plan and revising schedule when required while optimizing productivity and resource allocation. Coordinates closely with sales and operation teams to determine production commitment dates in-line with customer demand and material/resource availability.

Duties and Responsibilities:

- Plan and establish production schedules for all plant production activities to meet production and sales goals
- Use the ERP system to create production work orders and the master schedule taking into account capacity constraints
- Develop/Manage resource allocation and capacity models and coordinate production plan with operations leadership
- Develop and distribute daily production schedules to key process areas
- Revise productions schedules when required due to sales order changes, material shortages, and capacity constraints while collaborating with plant management personnel
- Attend First Article meetings and maintain knowledge of New Product status and approvals
- Interface with Production Engineering and Production Manager on labor standards and resource requirements
- Coordinate with sales team to anticipate current or future sales adjustments and trends

Production planners improve an organization's production and distribution process using their expertise on supply chain and distribution management. They organize paperwork, such as delivery schedules and purchase orders. They also keep and update records and monitor material prices and production rates. Their responsibilities include planning and preparing production schedules for manufacture of products, determining manufacturing processes and tools, analyzing production specifications and scheduling workflow for all departments involved with the operations. They plan the sequence of operations, from fabrication to assembly and installation. To do so, they confer with supervisors and staff members while assessing time estimates with the assembly and fabrication workers who will perform the actual work. Production planners expedite delayed operations and modify schedules to solve unforeseen problems. It is also their role to prepare production reports, purchase orders and lists of necessary materials and equipment. Additionally, they perform mathematical calculations to check the production plant's material requirements. Throughout the manufacturing process, planners coordinate essential material deliveries from vendors and ensure that exact shipping times are followed for a timely production schedule. Manufacturing and production companies employ production planners to meet targeted time schedules.



Qualifications:

- Bachelor's degree preferred
- 4+ years of experience in a planning position with in a medical device manufacturing
- Experience working with complex ERP systems (JDEdwards-E1)
- Excellent attention to Detail and Accuracy
- Analytical / Critical Thinking / Problem Solving self-starter that is reliable that can work with strong written and verbal communication skills

Job Type: Full-time

Education: Bachelor's (Preferred)

Experience:

- MPS: 5 years (Preferred)
- Planning: 5 years (Preferred)

Work authorization: United States (Required)

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