



Job Description Production Planner

Department: **Production**

Is Managed By: **VP of Operations**

Job Title: Production Planner

Avionic Instruments LLC currently has an opening for a Production Planner. This role will have strong interaction with Manufacturing, Purchasing, Sales, and with a number of managers. The candidate will be responsible for scheduling production in each of the production lines.

Key Responsibilities:

In this role the incumbent's responsibilities will include, but not be limited to:

1. Processing inputs from Sales, Materials, and Production.
2. Review and approval of new orders.
3. Perform a level of demand and capacity analysis.
4. Creating Production Schedule for several work centers.
5. Participate in the tracking of orders and of on-time-deliveries.
6. Provide feedback to Customer Service regarding deliveries to customers.
7. Interact with Purchasing Department regarding raw materials issues and their resolutionsp
8. Analyze adherence to schedule and address through problem solving or escalation (with a team).

Requirements:

The successful candidate will have a background which includes the following demonstrable experience, skills and education:

1. A personality aligned with demands of fast-paced production
2. Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, supervisors, managers, and executives.
3. Previous experience in scheduling, production support, and MRP.
4. Ability to analyze Demand and Capacity.
5. Personally driven to perform under pressure, when necessary, and to improve systems.
6. Production leveling (heijunka) experience.
7. Experience generating reports related to Production Planning.
8. Experience facilitating S&OP, Lean Manufacturing a plus.
9. Work Experience: Minimum 5 years.
10. Education, BA in Business or related field.



Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, reach with arms and hands, climb stairs, stoop, kneel, crouch, talk or hear. The employee must occasionally lift and/or move up to 50 lbs.

Work Environment:

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time and an air-conditioned and heated office. The noise level is occasionally high.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Avionic Instruments is an Equal Opportunity Employer and encourages the application of female, minority, disabled and veteran candidates. Due to the potential for exposure to ITAR controlled data, the incumbent in this role must be a US Person (US Citizen or US Permanent Resident). Interested candidates should submit their resume and salary requirements.