

## **The Lebermuth Company**

### **Job Description**

**Job Title:** Production Planner  
**Reports to:** Plant Manager

**Department:** Purchasing  
**FLSA Status:** Non-exempt

#### **Summary:**

Responsible for planning and scheduling production, maximizing the effectiveness of forecasting, and assisting with inventory optimization and process efficiency.

#### **Essential Duties & Responsibilities:**

- Complete timely updates and regular maintenance to the following Production tools:
  - Master Schedule, to meet customer demand and target inventory levels
  - Capacity Planner (i.e. shop floor calendar) – provide recommendations to the Supply Chain Manager based on any variances between expected and actual capacity levels
  - Production Routings
  - Work Centers – manage critical path of jobs through the work center processes
  - Prepare lists of required materials, tools, equipment and machines
- Work closely with Operations, Sales, Laboratory and Purchasing departments to successfully plan and execute the production schedule; interactions illustrative of the role include:
  - Collaboration with Manufacturing and Laboratory managers to monitor and prioritize on-time shipping performance to coordinate the priority of incoming raw materials and finished goods
    - Plans and prepares production schedules for manufacture of industrial or commercial products; Draws up master schedule to establish sequence and lead time for each operation to meet shipping dates according to sales forecasts or customer orders
    - Analyzes production specifications and plant capacity data and performs mathematical calculations to determine manufacturing processes, tools, and human resource requirements
    - Plans and schedules workflow for each department and operation according to previously established manufacturing sequences and lead times
    - Plans sequence of fabrication, assembly, installation, and other manufacturing operations for guidance of production workers
    - Expedites operations that delay schedules and alters schedules to meet unforeseen conditions
    - Confers with department supervisors to determine status of assigned projects

- Coordination with Sales and Purchasing teams to develop and manage forecasts for long range planning, while considering current inventory, lead times, product life cycles and production capacity
  - Partners with Customer/Sales to coordinate effective scheduling operations to meet customer requirements on time
  - Prepare purchase orders to obtain materials, tools and equipment
- Provide assistance to the Supply Chain Manager through visibility to and analysis of data, including:
  - On-time delivery metrics
  - Finished goods inventory levels, balancing customer service objectives with management of inventory, production, transportation and warehousing costs
  - Trend analyses for manufactured items, determining opportune times to manufacture and carry products
  - Discrepancy and inconsistency reporting; resolution of results outside of expectations
- Utilize the distribution resource planning function within the MES system, to roll demand plans for individual centers into one resource plan
- Prepares production reports
- Maintain stock levels of off-site distribution center(s)
- Provide input on decisions related to outsourced parts, due to scheduling constraints; and coordinate deliveries with outsourced suppliers, as needed
- Assist with continuous improvement initiatives
- Work closely with Lebermuth buyers, and assist the Purchasing department with administrative requirements, particularly when needed to cover for personnel during business travel or planned time off
- Continually strive to promote a safe food culture, ensuring the production and shipment of safe quality food products
- Participate in physical inventory counts, as needed
- Other duties, as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

#### **Qualifications:**

Education and/or Experience: plan

Language Skills: Ability to read, analyze and interpret business periodicals, professional journals, technical procedures and governmental regulations. Ability to write correspondence that is professional in both content and tone. Ability to effectively present information and respond to questions from both internal and external customers, and vendors.

Mathematical Skills: Ability to apply statistical concepts and perform mathematical calculations to determine requirements for manufacturing processes, resources and labor.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Adept at using logic and reasoning to identify solutions to problems.

Computer Skills: Strong working knowledge and experience with MES systems. Demonstrated expertise in Microsoft Office products, particularly Excel.

Certificates/Licenses/Registrations: A supply chain certification preferred.

#### **Physical and Sensory Demands:**

- Prolonged periods of sitting
- Occasional periods of standing and walking
- Frequent/Daily use of vision abilities for close, distant, peripheral, depth and color recognition, with the ability to adjust focus
- Manual dexterity to type on computer keyboard and to operate office equipment
- Frequent use of hands and fingers to handle, reach, grip, grasp and twist
- Occasional need to kneel, stoop, bend and crouch
- Minimal lifting throughout a scheduled work day
- Occasional to regular need to climb stairs

#### **Competencies:**

- Analytical – Integrates complex or diverse information; uses intuition and experience to complement data; designs work flows and procedures
- Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions
- Project Management – Develops project plans; communicates changes and progress; completes projects on time and on budget
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills

- Written Communication – Writes clearly and informatively; varies writing style to meet needs of each audience; able to read and interpret written information
- Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; able to build morale and group commitment to goals and objectives
- Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; sets goals and objectives
- Professionalism – Treats others with respect and consideration, regardless of their status or position; reacts well under pressure; accepts responsibility for own actions; follows through on commitments
- Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
- Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions
- Attendance/Punctuality – Consistently at work and on time; ensures work responsibilities are covered when absent; commits to long hours of work, when necessary to reach goals
- Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; evaluates and continuously improves production scheduling methods and practices to ensure positive results

#### **Work Environment:**

- While performing the duties of this job, the employee is regularly exposed to perfumes and airborne scents
- Noise level is usually moderate
- Work schedule is generally 1<sup>st</sup> shift Monday through Friday, but may vary (including evenings and weekends) to ensure business and customer needs are met