



### Job Posting

<b>Position:</b>	Production Planning Manager	<b>Status:</b>	Exempt
<b>Department:</b>	Planning	<b>Range:</b>	\$90k - \$125k

#### Position Summary:

Production Planning Manager is responsible for establishing the master production schedule for the operations team and lead the material control and production planning team.

#### Qualifications:

- Bachelor's degree in business management, operations management, Logistic, Supply Chain or related field with 4 plus years of experience in manufacturing or aerospace and at least 2 years as a supervisor is required.
- At least 4 years Advanced Production Planning and scheduling experience is preferred. Experience using Microsoft Office Suite – Word, Excel, PowerPoint, Outlook, MRP required.
- APICS certification and Master Scheduling and LEAN Manufacturing experience preferred.
- Advanced Planning and Scheduling (APS), ITAR / DFAR; serialization and lot tracking requirements knowledge is a plus.

#### Competencies:

- Lead team through coaching.
- Continuous improvement through a learning mindset.
- Managing change.
- Setting vision and strategy.
- Solving problems and making decisions.
- Constructive narrative communicator driving toward standard work and managing exceptions to the standard.



- Primary contact for external communications via email, telephone, and conference calls with assigned customer accounts ensuring a positive relationship is maintained.
- Represent the Voice of the Customer in internal meetings. Drive recovery plans and issue resolution for assigned accounts.
- Acknowledge all new and change orders and update committed delivery dates in assigned Customer portals.
- Perform contract review on all orders prior to loading data into company's ERP system
- Maintain company's ERP system with all new and change orders pursuant to company procedures.
- Works with company's value stream manager(s) to understand delivery status on open orders and communicate as necessary to customers any changes to the committed delivery schedule.
- Hold monthly orderbook reviews with all assigned customers to ensure company's ERP system remains aligned to customer's demand (orders and forecast).
- Performs other duties as assigned.

**Essential Functions and Responsibilities:**

- Utilize customer demand in the ERP system (iQMS) to create a master schedule which is released on a monthly cadence to meet the needs of our customer base.
- Must be able to clearly demonstrate advanced skills in master production scheduling by balancing capacity and working capital/inventory turn targets.
- Continuous improvement and Lean experience preferred
- Ability to reduce complex supply chain concepts into succinct and relevant language while simplifying process through continuous improvement.
- Knowledge of inventory management principals including working capital and inventory turn metrics.
- Develop, maintain, and report metrics that measure schedule attainment and align to customer on time delivery requirements.
- Work closely with Demand Manager providing timely status updates related to customer shipments and recovery plans for missed shipment commitments.
- Responsible for material and production planning staff, which may include planner, material control and plan for every part(PFEP) owner roles.
- Ensure that all personnel working under your supervision adhere and fully comply with the Company's Code of Conduct and ethics.
- Collaborate with cross functional team including sales, operations, engineering, quality and purchasing.
- Perform other duties as assigned.



**Physical Requirements:**

**Hearing:** Adequate to perform job duties in person, over the telephone, and on the production floor.

**Speaking:** Must be able to communicate clearly in person, over the telephone, and on the production floor.

**Vision:** Visual acuity adequate to perform job duties, including visual examination of manufactured parts and reading information from printed sources and computer screens.

**Other:** Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting co-workers when required. Adequate physical ability including sufficient manual dexterity to perform the requisite inspection duties. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift.

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