



VT Miltope

A company of VT Systems

Position: Production Planner
Department: Manufacturing
Reports To: VP of Operations
FLSA Status: Exempt
Prepared Date: 12/3/2019
Approved Date:

SUMMARY

This position is functionally responsible for analyzing trade-off decisions on inventory and production levels, making manufacturing/purchase option decisions, and achieving an even flow of matched sets of parts to stock. This individual will have first line accountability for achieving, within policy guidelines, the inventory levels based upon the agreed number of inventory turns.

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

Plan the component and raw material inventory assets through the use of the time-phased, gross-to-net Material Requirements Planning System.

Analyze and release planned production orders with appropriate documentation package (pick list and route cards etc).

Analyze the trade-offs among inventory carrying costs, shop efficiencies and purchase quantity discounts.

Determine lot sizes through knowledge of future needs as determined by production forecast and actual physical requirements to forecast.

Reduce lead times, decide on safety stock, either purchased or manufactured, taking into account knowledge of forecast, cost to buy vs. manufacture, and maintain an optimum inventory level.

Contact vendors and/or factory management to expedite/de-expedite scheduled materials.

Analyze and monitor nonconforming materials through MRB meetings.

Deal directly with other management level people/engineering (IPTs), methods and master schedulers.

Confer with department supervisors/manager to determine progress of work and completion dates; inventory levels, and solving production problems.

Authorize order releasing, monitor the validity of the open order files, evaluate feedback and take appropriate action.

Reschedule parts for production or purchasing to achieve an even flow of matched sets of parts to stock using MRP exception reports.

Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.

Perform other duties as may be required.

Supervisory Responsibilities: None

BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

- High School diploma or equivalent.
- A.P.I.C.S. certification in MRP at job entry and Production/Inventory management certification within one (1) year in the position, preferred.

Required Knowledge, Skills, & Abilities:

- Interpret/respond to correspondence as it affects the cancellation, release, prioritization, and holding of items.
- Ability to respond to MRP action messages by correctly canceling, releasing, prioritizing and holding items known vs. quantity and timing required.
- Ability to interpret exception messages by knowledge of system data elements.
- Demonstrate aptitude to follow procedures and ability to make judgments.
- Encouraged to pursue formal education in related material management courses.

Physical Demands and Work Environment:

- While performing the duties of this job, the incumbent is frequently exposed to moving mechanical parts, fumes, or airborne particles, risk of electrical shock and vibration.
- The noise level in the work environment is usually moderate.
- The incumbent may be required to walk and stand for long periods of time.