



MILTOPE

A company of ST Engineering North America

Production Planner

Business Unit: Miltope Corporation

Location: Hope Hull Manufacturing Center of Excellence

This position is an Exempt salary role which normally works a 9/80 work schedule. Non-duty hours work may be required based on business need.

Who YOU are and what You can become:

You are a high performer with an attention to excellence and detail. You are striving to learn more and ready to grow into other areas of manufacturing. You have a knack for solving problems by identifying areas of improvement and provide a strong attention to detail to your work. You are looking for a role that ultimately serves a noble purpose...like our nation's warfighters.

Who WE are and where WE are going:

At **ST Engineering North America Government, Miltope Corporation** we apply our technology and innovation to solve real-world problems and improve lives. Our dedication to excellence and our strong track record have earned us a distinctive reputation for quality and trust as a global technology, defense, and engineering group. Our diverse portfolio of businesses spans the aerospace, smart city, defense, and public security segments. We are continuing to grow as our expertise and facilities around the world keep aircraft flying safely and transform and future-proof cities to make them more mobile, more secure, and more livable.

What YOU will do:

This position is functionally responsible for analyzing 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. This individual will coordinate the initial phases of the production life-cycle including coordinating procurement and planning functions for long-lead items in support of meeting customer deliverables. The successful candidate will be required to apply strong critical thinking skills, urgency, and initiative as a self-starter ensuring achievement of revenue and other company goals are met with strong mitigation tactics to ensure production delays are avoided.

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

- Analyze the demand and supply balance at the product family, product, and schedule levels; determining out-of-balance conditions, alternatives, and recommending corrective actions.
- Ensure that the Business System (i.e. ERP) accurately reflects material requirements as driven by forecasts and actual customer orders.

- Anticipate and communicate potential supply problems. Will work with various key stakeholders including Procurement, Operations, and Materials Management to implement resolution to identified supply problems.
- Work directly with suppliers for RMA material and establish swift turnaround times. Identify methods to reduce lead time, improve customer service, and reduce inventory levels. This will be accomplished through scheduling performance improvement projects and working directly with the production manager, and other key stakeholders
- Authorize order releasing, monitor the validity of the open order files, evaluate feedback and take appropriate action.
- Contact vendors and/ or factory management to expedite scheduled materials.
- 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.
- Confer with department supervisors/manager to determine progress of work and completion dates; inventory levels and solving production problems.
- Maintain strong relationships with other key process functional groups.
- Interpret instructions and company policies to others through ISO requirements.
- Maintain standards of performance and training of new personnel, discipline good employee management relations, improvement of costs and quantity and quality of work of employees.
- Analyze and monitor nonconforming materials through MRB meetings.
- Determine reduction methods of work-in-process, finished goods inventories, raw materials or non-value added activities to aid in controlling operating costs.
- Expedite critical sales order changes through the production process to ensure visibility through the supply chain.
- Consult with and advise other functional areas of the plant in the solution of material and processing problems and in the interpretation and application of processing procedures.
- Perform can build analysis” to support Business Development and customer requirements.
- No travel restrictions
- Performs other duties that may be required.

Supervisory Responsibilities: No

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

Required Education & Experience:

- Associates Degree in Logistics, Supply Chain Management, Business or similar related degree, or 3+ years of equivalent experience in a manufacturing environment.

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.
- Strong functional skills working with Microsoft Dynamics AX ERP systems
- Strong functional skills working with Microsoft Office Suite- Word, Excel, Access, Outlook, SharePoint
- Demonstrate aptitude to follow procedures and ability to make sound decisions.

Preferred Education & Experience:

- 3+ years' experience working in supply chain, manufacturing, and/or customer order planning within a manufacturing environment.
- 3+ years' experience using MRP / ERP systems, especially Advance Planning Systems and advanced analytical tools (Microsoft Dynamics AX experience preferred).
- Lean Six Sigma
- Working knowledge of Microsoft Dynamics AX 2012, preferred
- Ability to read, analyze and interpret general periodicals, professional journals, or technical procedures
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to work with mathematical concepts such as supply and demand, capacity, available-to-promise, etc.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- 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 provided in written, oral, diagram, or schedule form

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

YOU get more than Just compensation with Miltope:

- 401K with rich company match
- Medical/Dental/Vision Insurance
- Disability
- PTO
- Tuition Assistance
- Life and Accidental Death Insurance
- Development and Career Growth Opportunities

Please contact:

Human Resources at hr@miltope.com

It takes diverse talent to solve real-world problems. ST Engineering/Miltope Corporation is deeply committed to building a workplace community where inclusion is valued, and everyone feels welcomed. We're proud to consider all qualified applicants for employment without regard to race, color, religion, sex, pregnancy, family status, marital status, sexual orientation, national origin, disability, age, or veteran status, or any other legally protected grounds. ***So, bring us your personal experience, your perspectives, and your background. It's through our differences that innovative changes are made.***

Miltope Corporation is committed to providing reasonable accommodations to qualified individuals with

disabilities in the employment application process. To request an accommodation, please contact our Human Resources Team at hr@miltpe.com.