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| Job Code |  | **EE Type** | Salary | **FLSA** | Exempt |
| **Location** | Birmingham | **Department** | Operations |  |  |
| **Reports to**  | VP Operations | **Dotted Line Report** |  |  |  |

**Position Summary**

Plans, schedules, coordinates and/or monitors the flow of products through the complete production cycle. Provides timely planning and scheduling of manufacturing work orders to the manufacturing floor in order to achieve both internal financial goals and customer delivery dates.

**Primary Accountabilities** (Essential duties:)

* Review open sales orders to determine customer requirements and manage deadlines
* Schedule usage of production materials to ensure optimal production levels
* Identify and resolve problems relating to inventory
* Forecast market challenges based on competitor analysis and industry trends
* Coordinate delivery of parts to expedite flow of material to meet production schedule
* Support purchasing
* Expedite suppliers purchase orders if required
* Utilize ERP system to auto‐generate manufacturing work orders
* Release manufacturing work orders to the warehouse for kit picking
* Coordinate between warehouse and purchasing on material shortages
* Notify Sales of any schedule impacts to customers
* Coordinate/expedite manufacturing builds to ensure schedules are achieved
* Completes status reports, such as production progress, customer information and materials inventory
* Exercises judgment within defined procedures and practices to determine appropriate action.
* Performs other duties as required

**Secondary Accountabilities**

In addition to the primary accountabilities listed above, individuals may perform other duties as assigned.

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Position Qualifications** To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Education / Experience** (an equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below)

Degree: HS Diploma or Equivlent Major:

Years and Type of Experience: 5 years production planning experience in a related industry

An equivalent combination of education and experience may be considered, with preference given to previous initial sourcing experience. Experience with sourcing industrial and fabricated products preferred.

**Competencies / Technical Skills**

Core Competencies: Analytical; Problem Solver; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Business Acumen

Organizational Competencies: Initiative; Influencing Others; Detail Orientation; Excellent Communication Skills;

Technical Skills: Microsoft Applications; expertise in Excel, Windows, and PowerPoint. Blueprint literacy necessary. Experience using an MRP or ERP system preferred.

* Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and
* other techniques for maximizing the effective manufacture and distribution of goods.
* Ability to interact well with internal and external customers.
* Excellent communication skills.
* Ability to read write and communicate effectively in English.
* Proficient use of computer systems and software applications.
* In‐depth knowledge of ERP or MRP software preferred.
* Intermediate Excel skills

**Licenses / Certifications**

None

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk and listen. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Conditions**

Environment: Office Travel: Less than 5%

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Employee Acknowledgement**

I have read and understand all of the above. I have reviewed the accountabilities for which I am responsible, as well as the minimum requirements of this position with my Supervisor or Human Resources. I understand that this document does not create an employment contract and that I am employed on an “at will” basis. In addition, I understand that it is my responsibility to regularly review (at least annually) the Accountabilities and Qualifications listed above as they will be utilized, in conjunction with other information, in the determination of salary grades, setting performance objectives, establishing training and development needs as well as other Human Resource activities.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_