

Production/Material Planner

Life Support International – Langhorne, PA

Job Description

Responsibilities:

It is the responsibility of the Production/Material Planner for establishing, reviewing and maintaining the production schedule in alignment with Operations, Production, Sales & Engineering Plans. Establishing the production schedule will involve working closely with production leaders and others to coordinate operations plans that achieve the company objectives relative to customer service, efficient resource/capacity utilization and inventory investment. In addition, the Production/Material Planner will perform all duties IAW LSI's QMS and all procedures.

Duties:

- Schedule operations activities and monitors schedule attainment/adherence to support established customer service-level metrics
- Work closely with production leadership to validate schedule feasibility
- Meet daily as part of the cross-functional supply chain team to resolve scheduling issues. Team responsibilities include:
- Identify actions to resolve delayed material shipment, component shortages and other identified problems preventing schedule adherence
- Reviews established schedules to assure customer service levels are met
- Ensure that material, components and equipment are available for planned set-ups
- Sequence operations (work orders, production orders, picking tickets, etc) in optimal order to support multiple and complex constraints
- Ensures visibility of inventory status via ERP system (Macola) and supporting systems
- Proactively spends substantial amount of time on production floor to fully understand product flow, production challenges and activities
- Responsible for identifying alternate scheduling opportunities that will enhance product throughput and reduce inventory and cycle time
- Lead efforts to understand root cause and develop corrective actions for process failures relating to scheduling and planning execution
- Proactively drives activities to mitigate failures that may interfere with the production schedule
- Participation in and ownership of continuous improvement projects

Educational and Experience Requirements

- Bachelor's Degree in a related field and/or equivalent planning and scheduling experience in a manufacturing environment
- Minimum of 3-5 years of scheduling experience

Skills Required

- Knowledge of Microsoft Excel on an intermediate to advanced level
- Strong analytical capabilities
- Excellent written and verbal communication
- Ability to make complex decisions within a limited time frame
- Ability to work independently, effectively manage time & prioritize work responsibilities
- Proactive approach to identifying and resolving manufacturing/scheduling related issues
- Team oriented, must have the ability to work cohesively with others
- Possess a strong customer service orientation and must provide dedicated support of internal and external customer requirements
- Ability to implement LEAN concepts

Job Type: Full-time