



Job Title - Production Planner/ Scheduler	Department- Production
Years of experience - 3 yrs+	Position Type- Permanent

Job Overview

We are looking for a qualified **Production Planner** to organize production according to demand and quality standards. You will be the one to ensure our goods are produced on time for distribution in a profitable manner.

Responsibilities

- Prepare production schedule based on inventory/customer requirements, raw material availability and production capacity
- Conduct long-term production planning to identify risk areas related to production capacity. Communicate risks to management
- Meet and liaise with the Production Team Leaders and Production Manager regularly to discuss shared resources, bottlenecks and capacities
- Set production priorities based on direct customer demand and product development projects
- Support the Sourcing Specialist with accurate and timely raw material ordering by providing production plans and forecasts
- Liaise with Quality teams to expedite job closures, non-conformance resolutions, and incoming inspections on raw material according to customer or production needs
- Prepare information for the weekly Production Meeting - report the status of inventory and production
- Prepare and analyze reports on operational metrics as needed
- Analyze data and reports using statistical techniques
- Contribute to supply chain improvement projects as assigned
- Adhere to and promote the adherence to all Corporate, Quality and Health and Safety policies and procedures
- Determine manpower, equipment and raw materials needed to cover production demand
- Work closely with production manager to monitor jobs to ensure they will finish on time and within budget
- Obtain output information (number of finished products, percentage of defectives etc.)
- Prepare and submit status and performance reports
- Optimize decisions and/or recommendations having substantial impact on day-to-day plant operations and performance
- Maintain subassembly planning and Material Resource Planning (MRP)
- Ensure the production is in conformance with production/shipping capabilities and constraints
- Be a liaison between Sales, Production and other departments
- Other duties as required

Recipe for Success

- An excellent production planner is well-versed in production procedures and ways to optimize them. They are organized and results-driven with great analytical & problem-solving skills. Advanced communication and advance excel skills are very useful for the role.

- The goal is to ensure the smooth and cost-efficient flow of our production operations.
- Lead day-to-day communication with team and develop harmonious relationships.
- Ability to identify new and improved ways of completing tasks.
- Willingness to try new things and assume additional responsibilities.

A Few Extra Ingredients

- The CPG industry experience is preferable
- Proven experience as a production planner
- Excellent knowledge of production planning and quality control principles
- Experience in MRP II (Manufacturing resource planning)
- Working knowledge of **MS Office, QuickBooks and ERP** systems
- Good at math and statistics
- Strong organizational, analytical and problem-solving skills
- Excellent communication abilities
- Bachelor's Degree required, Engineering, Business or Science preferred