

**Position: Production Planner**

**Location: Lewiston, ME**



**Job summary**

Under the direction of the Logistics Manager, this position is accountable for ensuring the successful scheduling of plant production and assisting in the analysis of long term production planning. The Production Planner plans and maintains the throughput of material, controlling inventory levels of work in process and finished products to assure that all Customer due dates are met. Coordinates activities and efforts required for optimum utilization of material and provides direction for prioritization of these materials required to support our production plans.

**Key responsibilities and duties:**

- Communicates with shop supervision to verify that due dates will be met and provides feedback to Customer Service.
- Analyzes computerized requirement planning (MRP) to schedule all component parts under his/her control
- Reviews capacity restriction and load summaries of his/her respective part responsibilities
- Analyzes routings to assure accuracy and lead times to support production schedules
- Minimizes inventory investments and assures maximum manufacturing efficiencies
- Responsible for the creation as well as closure of work orders.
- Plans & establishes production schedules
- Tracks progress of production
- Reviews factors which affect schedules
- Electronically capture daily shipments/inventory
- Maintain Inventory dollars
- Delivery Performance
- Forecasting
- KanBan

**Key issues and decisions:**

- Ensure proper utilization of resources
- Ability to negotiate schedules, bases on need/demand
- Ability to interact with all levels including customers, employees, engineers, etc).

The incumbent should have a B.S. Degree in Logistics Management and 4-6 years of experience or equivalent.