

Job Title: Manufacturing Planner**Shift: 1****Department: Supply Chain****Location: Owatonna****Reports To: Supply Chain Manager****FLSA Status: Non-Exempt**

Position Purpose

- This position is responsible for managing the non-master scheduled items and manufactured components that support the final production build and customer orders. From MRP planning reports generated daily, they are required to analyze the list of items for release of shop orders and purchase orders to ensure raw materials, purchased parts, manufactured parts and component parts are available to support the master production plan

Essential Duties & Responsibilities

- Interprets and analyzes daily MRP reports. Determines which part number to have shop orders and purchase orders opened, with a valid due date and quantity to meet the master production plan.
- Analyzes daily generated reports to maintain internal and external priorities. (Action Notice Report, Negative ATP (Available to Promise) Report, NCR (Nonconformance) Reports, Firm Planner Order Report.
- Analyzes lot sizes, lead-times and minimum safety stock. Makes changes directly into the business system.
- Communicates with all internal customers, such as Master Scheduler, Customer Service, Shift Leaders, Engineering, Inventory Control, or users of parts, to resolve production and inventory problems.
- Manages purchased subcontract orders daily. Communicates with suppliers in regard to new orders, and delivery schedules. Works with the Buyer when supplier difficulties occur, such as due date performance and quality issues
- Communicates with Effectivity Coordinator in maintaining routings and Bill of Materials. Reviews ECO's (Engineering Change Order), related to items under their planner ID
- Works with Shift Leads and/or Managers to analyze capacities for departments and work centers to level the workload for each work center.
- Perform other related responsibilities as may be assigned or required.

Knowledge / Skills / Abilities

Qualifications / Prior Experience

- Minimum of 2 years as manufacturing or purchasing planner or related experience
- Associates degree, APICS and/or CPM certification desired
- Efficient in all MS Office Products: Excel, Word and PowerPoint, etc.

- Good communication skills
- Ability to deal with difficult situations and people and respond appropriately
- Must be able to multitask
- Customer driven, with a strong work ethic

Work Environment / Other Requirements

- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits.
- Must be able to use normal office equipment (scanner, printer, copier, computer)
- Must be able to talk/hear/sit for prolonged periods of time
- Must be able to lift 25-50lbs occasionally