

Role Profile



Role Title: Production Planner

Internal Title: Supply Chain Specialist

Reports To: Supply Chain Manager

Position Location: Waunakee

Pay Grade:

Work Level: 1

Exemption Status: Exempt

Overall Responsibilities: The Production Planner is responsible for the accuracy and timeliness of the production process and ensures workflows and demand for materials are on time and at a high-quality standard. The position identifies and plans for material and resource needs, material availability, ensures processes are in place and adhered to. The role works closely with project managers, purchasing, and warehouse associates to develop long-term production schedules and ultimately ensure customer demand for finished materials are delivered on time.

The Production Planner is a key position within IntelliGen's organization. The role requires a high level of organizational skills, planning, and forward-thinking. The role possesses the ability to focus on the materials and goods required in the production phase while ensuring the working space is properly maintained to achieve optimal performance. The Production Planner works through bottlenecks which can lead to delays in meeting deliveries.

Specific accountabilities:

- Coordinates production workflow by planning and prioritizing operations to ensure maximum performance and minimum delay
- Determines human capital, equipment, and raw materials needed to cover production demand
- Schedules and communicates daily production needs based on labor, materials, and equipment availability
- Involved with 3rd party sales and forecasting demand. Manages production issues generated by this activity.
- Communicates with cross-functional teams to prioritize and allocate resources
- Work within the Material Requirements Plan (MRP) business system
- Monitors inventory. Works with Procurement and Operations to optimize material availability and resolve any upcoming issues that may affect the schedule.
- Responsible for maintaining appropriate inventory levels

- Works with Production and Purchasing to stop procurement of material affected by changes, keeps designated engineers informed of ECN implementation status

Qualifications and experience:

- Bachelor's degree in Supply Chain or Business required or 5 years' experience in Supply Chain
- 5-7 years of Production Planning Experience
- Must be highly organized and have great attention to detail
- Sharp analytical skills and exceptional organization and time-management abilities
- Ability to manage multiple tasks and quickly shift among competing priorities
- Must have problem-solving skills, be self-motivated, and team-oriented
- Ability to work independently without supervision
- Experience collaborating with peers to resolve processing issues timely
- Understanding of MRP Principles

Capabilities and behaviors:

- Lives and displays the Genus ABS Values and behaviors at all times in their day to day ways of working.
- Maintain professional verbal and written communications with co-workers, internal and external customers, and vendors at all times.
- Be flexible with respect to job responsibilities and consistently strive to be an effective team member.
- Strive to advance your skills and display a willingness to accept future development.
- Actively participate in Company training opportunities to further develop skills applicable to the department.
- Gain a thorough understanding of the Company's business and the department's role within the company.

WORKING CONDITIONS:

Employees in this position are, or can be, exposed to the following:

Exposure to:	None	Some	Frequent	Very Frequent
Toxic/Caustic Chemicals	X			
Extreme Conditions (Hot or Cold)	X			
Dust/Fumes/Gases (including asbestos)	X			
Moving Mechanical Parts	X			
Potential Electric Shock	X			
High Pitched Noises	X			
Needles or Other Sharp Objects	X			
Blood or Body Fluid	X			
Communicable Diseases	X			
Unprotected Heights	X			
CRT (Computer) monitor/equipment				X
Frequent, Repetitive Motions				X
Confined Spaces	X			

PHYSICAL CONDITIONS:

Employees in this position are, or can be, required to possess the following physical capabilities.

Capabilities:	None	Some	Frequent	Very Frequent
Lifting, carrying, pushing and/or pulling up to 15lbs		X		
Stooping, kneeling and/or crouching daily	X			
Standing or walking more than 2 hours a day				
Sitting more than 6 hours a day			X	
Reaching, grasping, fingering and/or feeling more than X hours a day	X			
Visual acuity in order to correctly distinguish Near Acuity, Far Acuity, Full field of vision, distinguishing colors & depth perception	X			
Audio acuity to discern sounds made by various types of machinery or equipment that would indicate dangerous or improper operation	X			

Date Approved:

Date Reviewed: