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# Example of Manufacturing Planner Job Description

Our company is growing rapidly and is looking for a manufacturing planner. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manufacturing planner

* Reviews and incorporates production change notices to ensure timely incorporation and communication of changes to Operations
* Evaluate and execute work order changes resulting from review of detailed engineering change orders
* Input orders and customer specific product specifications into computer system
* Using AutoCAD system, create General Arrangement Drawings that include product and customer information
* Monitor orders for parts shortages or other problems and keep all necessary individuals informed of special circumstances
* Provide assistance to domestic and international Sales Companies with price quotations and product lead times
* Insure that proper procedures are communicated to the Shipping Department when shipping internationally – including documentation, packaging requirements and notifications
* Oversee all tasks associated with the development and maintenance of the Finite Schedule using a variety of tools – JD Edwards / Orchestrate / MS
* Work to optimize output and maximize throughput on manufacturing assets
* Calculate and provide accurate lead time expectations and delivery estimates to internal customers

## Qualifications for manufacturing planner

* Supply Chain Management, Knowledge on Industry Standards
* Understands and employs basic change management methodology
* Associate level degree
* Minimum of 1 year in planning or technical writing within the automotive or aerospace industries
* Must have experience with Microsoft Word
* Must have experience with 2D and 3D graphic- and image-editing software, both raster- and vector-based