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# Example of Senior Production Planner Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior production planner. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior production planner

* Day to day responsibility for the Planning team
* Work with management team to support strategic and operations planning
* Keeps an open line of communication with the Planning group, Leads, Production Managers and Expeditors daily
* Direct the Master Scheduling activity, translating Worldwide Forecasts in to Master Production Schedules for end items and spares
* Lead production team consisting of supervisors, stockroom and material process leaders to ensure master schedule and customer deliveries are met
* Develop and maintain production metrics
* Manage timely closure of action items in manufacturing release cycle
* Establish long-term production schedules and inventory analysis reports
* Analyzes sales forecasts to determine short- and medium-term requirements for production resources
* People, materials, equipment, subcontractors)

## Qualifications for senior production planner

* Working knowledge of the tools and vocabulary of Project Management
* Must be able to prioritize projects effectively
* Establishes guidelines for delivery time commitments
* Coordinates preparation of production schedules and material orders
* Monitors and adjusts schedule to respond to market/production requirements and optimize costs
* Familiarity with EPICOR ERP system