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# Example of Senior Production Planner Job Description

Our company is searching for experienced candidates for the position of senior production planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior production planner

* Generate and update weekly production status report
* Performs any necessary support functions as required by procurement process
* Handle all related paperwork and computer entry, including resolving problems with Engineering and Receiving and Inspection as necessary
* Uses mainframe computers (MTO) for the purpose of tracking WIP, available material, material shortages, material received to stock and tracking of kit releases
* Responsible for managing project/program work order start and completion dates
* Ensures that all material, schedule and capacity issues are promptly brought to the attention of the Master Scheduler and senior managers as required
* Works closely with the Master Scheduler, Supervisors, Purchasing, Quality, Manufacturing Departments, coordinating and ensuring that schedules and material related issues are maintained and products are completed and shipped in a timely manner
* Will be required to ascertain and provide daily status of all projects for which to maintain responsibility
* Responsible for the master production schedule
* Work closely with, and assist factories with the production schedules of Timberland footwear

## Qualifications for senior production planner

* Proven ability to manage multiple projects, priorities and resources to consistently deliver on-time results
* Demonstrated high degree of adaptability within an ever-changing and complex environment
* Strong working knowledge of personal computers, computer applications such as Microsoft Office, Experience with SAP preferred
* Bachelor’s degree in Industrial Engineering, Operations Management, supply chain management or other related Technical Degree
* Effectively bilingual in English and Mandarin language
* Proficient in Microsoft Office suits (Excel, Word, Powerpoint, Outlook)