



# Example of Manufacturing Planner Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking to fill the role of 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

- Measures and reports on Key Performance Indicators Customer Service, Production Attainments
- Assist and support manufacturing activities through operations across work centers and assist supervision in keeping assigned products on schedule
- Perform production activities to support manufacturing including maintaining and updating dispatch lists and performing audits as required
- Follow/expedite material, tooling, related paperwork, parts, subassemblies, and/or completed assemblies through all operations and processes in sufficient time to meet schedule shipment/completion dates
- Interpret manufacturing/assembly drawings and process specifications to create accurate technician-level work instructions that fully conform to design requirements
- Create, revise, and maintain graphics-heavy, user-friendly instruction and process documents to produce and test flight hardware
- Incorporate redlines from engineers into existing technical specifications, test procedures, and technician-level work instructions
- Optimize order of operations and assembly sequence to maximize build efficiency and reduce the probability of technician error
- Convert existing specification documents into standardized templates and perform formatting overhauls in Microsoft Word
- Interact with engineering, subject matter experts, and shop floor personnel to ensure that work instructions are accurate and comprehensible

- 
- Strong communication skills to ensure the maintenance of good relationships with our customers and suppliers
  - Typically requires an Associates degree in Business Administration with an emphasis in Planning, Engineering, Production Control or a related discipline
  - Must have a basic understanding of manufacturing planning principles, theories and concepts ability to understand accounting and manufacturing systems in a research or production environment and to learn and apply basic planning tools and techniques
  - Basic understanding of Enterprise Resource Planning (ERP) systems
  - 3 years of experience supervising technical resources
  - Experience in long range short range planning