



Example of Production Planner Job Description

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Our company is growing rapidly and is looking for a production planner. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for production planner

- Work with Production/Manufacturing to fulfill delivery needs
- Work with the Integrated Project Teams to create transition plans for hardware from development to production
- Perform other duties as assigned by management that fall within the scope and level of this position
- Communication and coordination with Production Supervisors and Customer Service
- Knowledge of continuous improvement / LEAN methods is desired
- A strong team orientation combined with positive and influential leadership skills
- 60% - Establishes, monitors, and communicates short & long-term constraints while working directly with the operations, distribution, sales, procurement, and product management teams
- 20% - Compiles the necessary data for scorecard review
- Schedules equipment and personnel, confirms material supply and demands, prepares purchase orders
- Alerts and/or recommends solutions to operating or project management to deviation from established norms

Qualifications for production planner

- Strong data entry capabilities
- Good communicator and a team worker
- Looking for somebody between 2-5 years of experience in doing Production

- This position may have a direct report
- Bachelor's degree in Supply Chain, Supply Chain Management, Engineering, or a related field OR equivalent experience and evidence of exceptional ability