



Example of Production Planner Job Description

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Our company is growing rapidly and is looking to fill the role of production planner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for production planner

- Liaise with the Supply Planning Hub regarding customer requirements, providing the daily/shift performance figures in relation to selected work centres
- Accountable for constant monitoring, maintenance and complete accuracy of all master data within ERP system related to the selected work centres for which the Production Planner is responsible
- Handles shift administrative activities such as time reporting, attendance control, vacation planning, overtime, Prepares and analyzes production indices for reporting purposes
- Run rough cut capacity planning weekly
- Provides planned release, in-shop, and completion dates to Material Planning for program planned Work Orders for the initial schedule
- Coordinates with Material Planning to assure availability and timeliness of materials and parts required to support established schedules
- Monitors and controls inventory to insure targets are met (Inventory Turns)
- Oversight of work conducted by junior level staff and/or review/audit work for accuracy
- Address urgent and non-urgent scheduling and expedite issues
- Manage Personnel in Inventory, Stockroom and Shipping areas

Qualifications for production planner

- General understanding of and willingness to work with XLGO/Prism

- Must be able to work in an ambiguous environment, analyze trends, and apply problem solving skills to deliver on key result areas
- Ability to work in a dynamic work environment with flexibility in work schedule
- Willingness to be on call when needed
- Must have the ability to identify problems, create solutions and make recommendations
- Must have proven success in a multi-faceted, fast paced job shop environment (low volume/high mix)