



# Example of Production Planner Job Description

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Our innovative and growing company is searching for experienced candidates for the position of 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 production planner

- Create jobs in the ERP system
- Manages work center alerts and takes corrective action to resolve both immediate and potential shortages of supply
- Proactively communicates customer service impact to stakeholders
- Regularly reviews and understands work center and plant capacity requirements to ensure customer demands can be met
- Manages in-transit and interplant orders to assume timely delivery of materials
- Manages and applies multiple scheduling calendars for resource availability
- Monitor, control, maintain and act on accurate open order book to identify when product shipments are scheduled to occur, to ensure SLA achieved for all finished products
- Responsible for managing the master production and finite schedule
- Execution of a pre-defined performance management process to ensure order fulfilment, whilst maintaining strict adherence to the FRS methodology and intent
- Complete ownership for production orders and co-ordinate activities up to the point of ex-site readiness, to ensure Shipment Right First Time (SRFT) performance meets targets

## Qualifications for production planner

- Provides input to management
- Insure data integrity and forecast information quality
- This position requires the incumbent to experience periods of prolonged sitting
- Four years of college level education in business, economics or statistics or equivalent work experience