



Example of Production Planner Job Description

Powered by www.VelvetJobs.com

Our 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

- Communicate clearly and regularly with all stakeholders especially manufacturing and sales/demand planners in order to devise realistic production plans
- Implement production planning related KPI's, update and review them on a regular basis involving internal stakeholders and setting up action plans
- Create new process plans when no previous planning exists
- Responsible for designing and maintaining marker libraries
- Perform data management through a combination of data mining, data modeling, data analysis, and/or problem analysis
- Issue, track and monitor seasonal inventory purchase, including sales samples orders
- Run weekly production status meetings with cross functionally teams
- Develops and maintains detailed production schedules to establish sequence and lead times of each operation/task to meet completion dates defined by contract milestones
- Prepares and releases production work packages
- Confers with Production Supervisor and Test Manager for WIP status regarding progress and problems

Qualifications for production planner

- Working knowledge of TPS and Lean Manufacturing best practices
- Knowledge of production processes/experience in manufacturing

- Self-driven with commitment and passion to own and contribute to colleagues' work and ideas
- Ability to act upon urgent matters in a timely manner
- Proficient in using a computer and possesses an ability to learn new tools and processes