

Production Planner / Buyer

Description:

- Plans and prepares production schedules for manufacture of defense products: Draws up master schedule to establish sequence and lead time of each operation to meet shipping dates according to sales forecasts or customer orders.
- Analyzes production specifications and plant capacity data and performs mathematical calculations to determine manufacturing processes, tools, and human resource requirements.
- Plans and schedules workflow for each department and operation according to previously established manufacturing sequences and lead times.
- Plans sequence of fabrication, assembly, installation, and other manufacturing operations for guidance of production workers.
- Expedites operations that delay schedules and alters schedules to meet unforeseen conditions.
- Prepares production reports.
- May prepare lists of required materials, tools, and equipment.
- May prepare purchase orders to obtain materials, tools, and equipment.

Must have experience working with suppliers, operations, customer service, procurement, quality assurance and manufacturing personnel. Plan, prepare and schedule purchase orders for output, maintaining and working with inventory system, assuring purchase orders are correct for amount of output, and maintaining relationships with suppliers.

Requirements:

Degree a plus, but not necessary, 5 - 10 years electronic manufacturing planning / procurement experience required. Candidates must be able to work in fast paced environment. ERP experience is required. Comprehensive understanding of MRP, cycle counts, and strong PC skills, MS Excel, WORD and OUTLOOK are required.