Production Scheduling and Inventory Control

Reporting to the Plant Scheduling Manager, the Production and Inventory Planner enters and releases make and stock replenishment work orders to the floor, reviews and maintains production schedules and work orders for manufacturing work centers. Reviews plant loading for effective capacity planning and maintains and reviews shop dispatch reports ensuring schedule completion to meet customer ship dates. Assist in the coordination of outsourcing and maintenance of operational data.

Responsibilities

- Enters, releases and monitors work orders throughout the production process.
- Insures the completeness of work orders and reviews variances for accuracy.
- Daily analysis, planning, and review of work center capacity based on requirements determined by the Master Schedule.
- Verify labor and material reporting accuracy.
- Maintain, review, and distribute Production dispatch reports.
- Review, communicate and implement engineering changes as they relate to manufacturing production activities.
- Communicates with Sales on the status of sales orders and estimated completion.
- Reviews reorder points and standard stock items with Sales.
- Lead daily production meeting as required and communicate with various departments on any potential production issues or needs that will impact throughput and achievement of the monthly revenue forecast.
- Establish and maintain work procedures and records related to ISO and in accordance with Remee's Quality Management System.
- Maintain current knowledge of the Visual manufacturing and related systems through continuous learning and educational workshops.
- Participate in related staff, team meetings to ensure the continuous improvement of processes, methods, productivity and quality, while increasing throughput and reducing cost.

Other duties as assigned or required.

Position Requirements

KEY RESPONSIBILITIES:

1. Update and maintain correct quantities of raw materials in database.
2. Create and schedule work orders as needed.
3. Assist the Production Control Manager in all administrative duties
4. Regularly view and respond to all communications, prioritize and notify the appropriate people as needed.
5. Issue all raw materials to the appropriate work orders
6. Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work in a face paced environment

Very detail oriented, highly organized, and able to plan effectively, set priorities and meeting deadlines.

Strong oral and written communication skills.

Proven ability to work effectively in a team environment.

Strong knowledge of Microsoft Office including Outlook, Word and Excel.

Strong understanding of manufacturing processes and capacity planning.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent required.