

## **Production Planner/Expeditor**

**Reports to:** Materials Manager

**Department:** Materials

**Division:** Midstate Machine – Ohio

### **Accountability**

Responsible for ensuring that MSM's internal/external workflow stay on course to meet or exceed customer commitments. This position engages in all aspects of assigned workload to ensure that jobs are progressing on the appropriate timeline required to meet commitments to our customer internal/external. Responsible for notifying Engineering, Manufacturing, Quality and/or Sales of all issues that will potentially result in schedule slippage, allowing corrective action plans to be initiated on a real time basis. Maintain accurate Production Control dates that will be used by the Capacity Planner to determine actual workload for a specific time frame. In addition to, the incumbent will also be primarily responsible for the movement of materials throughout the facility.

### **Organizational Relationship**

The Production Planner/Expeditor reports directly to the Materials Manager, receiving advice, counsel and direction on issues related to all workflow and production control dates. The incumbent works closely with all members of the organization to meet the operational needs of the business, particularly as they pertain to ensuring commitments to customers are met, while simultaneously ensuring that jobs stays on course to the Engineering/scheduled plan. The incumbent may have contact with several internal departments including, but not limited to: Manufacturing Manager, Project Manager, Manufacturing Supervisors, Warehouse, Finishing, Engineering and Quality Control personnel.

### **Principal Accountability**

1. Monitor existing manufacturing plan performance utilizing Epicor and/or other manual systems to ensure that all assigned orders are progressing on a predetermined timeline, that will support customer delivery commitments.
2. Monitor actual production performance utilizing real time data versus targeted dates to ensure internal flow rate supports targeted due dates.
3. Verify and/or revise Master Production Schedule for all assigned orders - in "Real Time" to ensure MSM will meet customer requirements.



4. Work with the Purchasing Department to ensure Raw Material and Services will support schedule requirements.
5. Proactively identify and initiate all actions required for MSM to meet delivery commitments made to our customers.
6. Responsible for determining and maintaining realistic Production Control dates in real time for all assigned orders. (PC date changes shall require approval from the Materials Manager) Sales must be notified.
7. Establishes and validates work schedules for secondary operations such as inspection, finishing and others as deemed necessary. Completion dates to be provided with schedule.
8. Reviews new orders for delivery dates and material requirements. Establishes Production Control dates and communicates them to Sales on new/existing orders.
9. Expedites and initiates rescheduling (internally and externally) as required to meet the Production Control date.
10. Expedites quality issues (NCR / SDR / QCR's, etc.) to ensure real time resolution allowing parts to return to process.
11. Maintains a professional and personable relationship with all MSM staff, customers, and vendors, being responsive to their needs, as well as those of the company.
12. Stages and coordinates movement of material to the appropriate machining center prior to or concurrent with the time that it is required.
13. Identifies and locates stragglers (missing parts from a lot), NCRs ( non-conformance reports), and spare parts that require processing and ensure timely delivery to the appropriate work center. Coordinates spares at saws.
14. Maintains accurate part counts for each job and responsible to resolve all traveler issues.
15. Stage routings to ensure they are available to manufacturing prior to start of work. Requests/expedites routing packages as required. Coordinates with Methods and Quality as necessary.



16. Review's routing packages before each operation to be sure that they are complete.
17. Maintains and controls open routings not presently in the manufacturing cycle; logs in system when received in Production Control.
18. Initiates op specific routings prior to start of work as applicable.
19. Advises manufacturing supervision concerning the status and locations of applicable routings and material.
20. Through coordination with Document Control office, locates and revises routing packages when required.
21. Attends production meetings prepared to give feedback on materials, quality, logistics, priorities in Receiving Inspection, etc.
22. Utilizes the daily dispatch to identify manufacturing needs in order to stage routings and material.
23. The position requires considerable "head work and pencil pushing". In terms of physical activity, there is almost constant walking involved. Lifting, bending, twisting, etc., are at a minimum.
24. Responsible for initiating and coordinating job and material transfers.
  - a. Maintains accurate notes on the Daily Dispatch Report on the location of routings.
25. Other duties as assigned by the Materials Manager.



## Qualification Requirements

The requirements listed below are representative of the ability skills and/or knowledge required:

1. Must be a persuasive communicator able to interact positively with co-workers, other departments to accomplish assigned responsibilities.
2. Must possess a high degree of initiative and be self-motivated, able to work with minimal supervision.
3. Must possess the ability and willingness to manage an infinite, ever-changing, level of detail associated with his/her assigned workload.
4. Must be Team oriented, possessing the ability to work cohesively with others to accomplish assigned responsibilities.
5. Must be able to work in a fast-paced, multi-tasked environment.
6. Must possess excellent follow-up skills.
7. Associates degree or equivalent preferred.
8. Experience in materials flow in a manufacturing setting.
9. At least entry level computer and math skills.
10. Must demonstrate strong organizational skills.
11. Ability to manage interruptions, multi-task and set own priorities.