**POSITION: Production Planner**

**REPORTS TO: Director of Sales and Marketing**

**CLASSIFICATION: Exempt**

**Responsibility:**

Under general supervision, responsible for the production planning, dispatching, and status of production work orders.

**Activities:**

* Review unreleased work order reports and planning reports by planner code and the part number with respect to work order due dates and product availability. Schedules, dispatches, and expedites manufacturing and expedites purchasing to ensure work order due dates are met.
* Coordinates priorities for manufacturing by managing work order due dates and exceptions.
* Coordinates first article approval. Answer and respond to customer service requests for expedites and statuses for all accounts. Word processing, spreadsheets, graphs, and reports. Files documentation. Other activities as conditions require.

**Qualifications:**

* High school diploma.
* Excellent communication skills (verbal and written).
* Good skill with basic arithmetic and MRP.
* Minimum of two years of experience in production planning, scheduling, expediting, or control in Electronic Contract Manufacturing.
* Dependable, high-energy level, and self-motivated Excellent attention to detail and accuracy.
* Basic PC skills in the use of an MRP System, EXCEL, and WORD.