

**Planner
Greensboro, NC**

We are currently seeking a **Planner** located in Greensboro, NC with the following qualifications:

1. Purpose of Position

Support daily production operations by securing an optimum supply of material required for manufacturing to meet daily customer demand. The primary job responsibilities are to utilize and monitor material planning procedures with minimal inventory investment. These procedures involve direct contact with outside suppliers, transportation carriers, Customer Service, Engineering, Marketing, and Operation staffs to meet/exceed current and projected customer requirements.

2. Key Responsibilities

- Utilize and monitor material planning procedures ensuring consistent quality, delivery, and cost with minimal inventory investment.
- Direct contact with outside suppliers, transportation carriers, customer service, and operations staffs to meet/exceed current and projected customer requirements, assuring material availability and optimal inventory levels.
- Conduct DMP activities in cells improving parts presentation, kanban execution and material flow..
- Forecast monthly material requirements to vendors to ensure material availability, based on historical data and PSI demand..
- Identify and manage actual and potential material availability problems.
- Root Cause/ Corrective Actions to short term and permanent solutions to material supply issues.
- Suggest and implement appropriate procurement method (JIT, Reorder Point, Consignment, Reducing Lead-times, or Scheduled Releases) based on part characteristics, supplier, and demand to optimize material velocity and availability.
- Contributes, in the capacity of a team member, individually, or as a reference, to resolving materials quality issues and increasing manufacturing productivity.
- Frequently participate in, and lead continuous improvement workshops (kaizens) with team members to improve quality, delivery, and productivity.
- Achieve department performance goals (ie. On Time Delivery, Inventory Turns, Inventory Accuracy, Material Flows)
- Assist in cost reduction projects and implementation of new product/engineering changes.
- Kanban Management including: creation, maintenance, audits, and presentation

3. Relationships

- Reports to Materials Director and dotted line to Focus Factory Manager
- Works directly with Strategic Buyer, Commodity Manager, Manufacturing Engineers, Area Administrator, Focus Factory Managers, Design Engineers, Cell Operators, and Members of Management.

4. Measures of Performance

- 99% On-time Delivery for the department
- Inventory values
- Supplier performance
- Stock outs to production
- PPV (purchase price variance/cost reduction)

5. Background and Skills

- BS in Business Logistics or Operations Management preferred.

- Ability to work without close supervision
- Proficient at the use of MS office applications including Word, Excel, and Access
- Understanding of Lean Manufacturing concepts and methods

6. Personal Trait Profile

- Excellent communication skills to work with operators, peers, and management
- Technically capable of grasping new concepts quickly
- Functions effectively as a team member in fast-paced, multi-disciplinary environment
- Prone to take responsibility and make decisions
- Self motivated and a high achiever