

Marquardt Switches, Inc.

Senior Planner

Job Summary

This position is responsible for scheduling all SMT lines in order to meet Marquardt's customer requirements.

This position is also responsible for having all needed SMT components such as Resistors, LEDs, Microcontrollers, Boards, available which are needed to build the different module completes.

As the Ramp up Coordinator, this position will handle and manage/coordinate the Ramp Up of new programs for all logistic purposes.

Essential Functions

1. Scheduling SMT lines by defined production plan
2. Kanban calculation for SMT
3. Ordering SMT components by existing scheduling agreements
4. Inventory responsibility and accuracy
5. Managing Changes
6. Critical parts management
7. Ramp up coordination by defined procedures
8. Scheduling prototype builds
1. Coordinate prototype builds for logistics purposes (components availability, scheduling production time, production orders, prototype build requests)

Required Skills and Knowledge

1. Advanced SAP knowledge in a manufacturing environment focused on production planning to meet the customer needs
2. Experienced with the following SAP Modules: Production Planning, Materials Management
3. Advanced computer skills, including the use of windows, email, and Microsoft office.
4. Advanced verbal communication skills, including group presentation.
5. Strong knowledge of disciplined production scheduling and control.
6. Ability to establish and maintain effective working relationships with managers, supervisors, and employees
7. APICS certification preferred.

Required Education and Experience

Bachelor's degree in logistics and supply chain management.
In depth SAP knowledge. Transactional level in Production Planning.
10+ years related experience; minimum of 5 years in a manufacturing environment.
Any equivalent combination of education, training, and experience.
Some international travel required.

Supervisory Responsibility

No

Physical Demands

Ability to sit for extended periods.
Ability to occasionally stand and walk.
Ability to use close vision, color vision, and depth perception for extended periods.
Ability to travel domestically and internationally using all modes of transportation.

Work Environment

Work environment is generally clean and quiet.

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