

We are currently recruiting for multiple purchasing and planning positions in the Central New York Area. The following positions are currently open:

### **Lead Scheduler/Production Planner**

This individual will interface with key company departments (manufacturing, quality, specifications, and sales) to schedule orders and insure that customer requirements are fulfilled and delivered on time.

Job requirements:

- Must have scheduling/production planning experience in a manufacturing environment
- A working knowledge of Lean Manufacturing concepts, 5s, 80/20 methodology and ISO 9001
- Advanced Excel skills, and extensive MRP/ERP experience
- 2 or 4 year college degree in Business, Math or Computer related degree
- 5+ years experience

### **Production Planner**

This position is responsible for the preparation, planning and management of production schedules. General duties include coordinating and expediting the flow of work and materials to ensure that production meets schedules and requirements.

**Duties Include:**

- Preparing master schedule and establishing the sequence and lead time of fabrication, assembly, testing, inspection and shipping operations to meet shipping dates according to sales forecasts or customer orders
  - Analyzes plant capacity data and performs calculations to determine manufacturing load and human resource requirements
  - Tracks and provides departments with production completion forecasts.
  - Works with suppliers and production staff to make sure production is on schedule and expedites within or between departments according to schedule.
- Prepares and maintains reports on inventory tracking and production scheduling

**Requirements:**

- A Bachelor's Degree in Manufacturing, Supply Chain or related field
- Prior experience in a manufacturing environment
- Ability to meet deadlines
- Experience using DISC and Microsoft Office, with strong Excel

If you are interested in the above positions and meet the listed requirements, please submit your resume to [accounting@cspprofessionals.com](mailto:accounting@cspprofessionals.com). For other exciting job opportunities, please visit our website at <http://www.cspprofessionals.com>. CPS professionals is an EOE.