

Sappi Fine Paper North America

Solicitation for Interest

Job Title: Central Block Planner (Master Scheduler)

Location: South Portland, Maine

Reports to: Central Operations Planning Leader

Overview: This role is to operationalize a central block production plan for both make-to-order and make-to-stock orders across a paper making resource set at a Sappi Fine Paper North America manufacturing site. This role equates to the master scheduler role for products on a given papermachine or through the required papermaking processes route.

Essential Function Responsibilities (Listed in order of Importance)

- ◆ 80% Master Production Scheduling
 - Optimizing of our machine space resources through design and implementation of a Master Production Scheduling (MPS) process managing supply orders through the planned, fixed, and frozen for release process steps.
 - Minimization of scheduling / production bottlenecks by maintaining PM blocks for web and sheet products
 - Steering manufacturing requests to most cost effective (manufacturing and distribution) resources and to most cost effective time slots.
 - Minimize "lost orders" and controlling order feasibility (meet the required delivery-time and volume)
 - Insuring synchronization of Order Management and Mill Execution System to support Available To Promise (ATP) Process
 - Securing scheduled capacity to achieve inventory service targets.

- ◆ 15% Order status monitoring communication
 - Regular communication with all members Customer Service, Mill Planning, and Operations Planning to monitor order status as appropriate

- ◆ 5% Skill and Capability Development
 - Participation in operations planning process improvements, safety training, customer understanding, manufacturing process orientation, and other developmental requirements.

Minimum Education

- ◆ Bachelor's degree (preferably with focus in operations management or industrial engineering)
or
- ◆ 3 to 5 years production scheduling experience in a manufacturing environment.

Special Skills including licenses or certifications

- ◆ APIC's CPIM certification (or equivalent) required within 2-3 years
- ◆ Effective written and oral communication and presentation skills
- ◆ Must be highly proficient in spreadsheets and functional databases.
- ◆ Understand and desire to become proficient in enterprise resource planning software and manufacturing execution system applications (SAP and MICS)

Working Conditions

- ◆ Job requires ability to discuss and work through multiple conflicting demands under tight timelines by many constituents including manufacturing managers, sales, and our customers.
- ◆ Some out of town travel required.

Compensation Data

Pay range will be \$ 38 -55K per year commensurate with skills and experience Sappi has an excellent health, dental, and 401K benefits package.

All inquiries are managed by Sappi's Human Resources Department. Upon confirmation of an opening, the hiring process for selected applicants will include a variety of assessments, personal interviews, and a pre-employment examination including a drug test. All interested persons submit a resume electronically to Sandy Penna at sandy.penna@sappi.com to initiate the screening and selection process.