

PURE GROUND INGREDIENTS

JOB TITLE: Production Planner/Master Scheduler **REPORTS TO: Operations Manager**

The Planner is responsible for the review and release of individual orders to production, while ensuring that customer requirements are clearly and accurately communicated and fall within Company capacities and policies. Schedules order workflows for each applicable operation according to established process sequences and lead times and integrates multiple orders into a master schedule that maximizes production output and minimizes costs to produce goods. The Planner collaborates with senior management and sales to ensure that product on hand is properly allocated to best fulfill company and customer needs.

CORE FUNCTIONS:

- Practice and adhere to standard operating procedures and policies
- Schedules, amends, or cancels work orders based upon company or customer demands
- Collects data to evaluate, update and monitor production outputs to improve accuracy of order completion forecasts, and to identify opportunities to improve internal processes.
- Recognizes dependencies of production outputs to customer inputs or approvals and develops or amends order completion schedules based on internal capacities & external constraints.
- Promptly prepares documents needed to initiate the production process for customer orders.
- Internal Relationships: Frequent interaction with virtually all Company Departments, to include coordination of production and reporting of production schedules needed to meet company targets.
- Perform other duties as assigned.

QUALIFICATIONS:

- 3 years minimum recent experience as a Planner/Scheduler in a manufacturing plant.
- Experience in the herb/spices or food/beverage industries is a plus.
- Results driven individual with strong organizational, analytic, and multi-tasking skills
- Excellent verbal and written communication skills, and regularly informs other Departments about production scheduling challenges, possible solutions and scheduling impacts.
- Shows initiative, a sense of urgency and applies problem solving skills to ensure meeting deadlines
- Interacts with staff & vendors with professionalism, mutual respect, integrity, and a can-do spirit.
- Equally at ease working independently with minimal supervision or in a team setting.
- Associate Degree required, Bachelor's Degree in a related field is preferred.
- Computer literate using Microsoft Office: Excel, Word, and Outlook
- Ability to learn & use planning software "Smart Sheet" , "Kanban Tool" and "Core" is required.
- Experience using QuickBooks Enterprise and Inventory Management software is a plus.

COMPENSATION:

- Paid company holidays.
- Health Insurance with company contribution, Dental and Vision available

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- 401(k) plan with match.

OTHER:

- Applicant must be authorized to work in the U.S.
- Must be able to stoop, bend, stand, or squat as necessary and operate office equipment.
- Frequently lifts office or production items up to 30 lbs. and occasionally lifts to 45 lbs.
- Pure Ground Ingredients, Inc is an equal opportunity Employer.