**Planner**

The Planner is part of the production operations team as the primary individual responsible for managing manufacturing resource planning activities from supply/demand analysis, production releases and execution.

**Planner Responsibilities:**

* Launching of demand, receipt of material, release of flow of material to the production floor, troubleshooting discrepant component allocation or releases. Responsible for accurate engineering change notice incorporation and implementation from an MRP perspective.
* Establishing expectations, energizing and motivating team members and maintaining process accountability. Recognize opportunities and engage others to assess risk to achieve our key results.
* Establish, monitor and enforce compliance to cycle times. Interface with peers across the enterprise to leverage best practices. Minimize data integrity exposures impacting delivery performance.
* Helping shape production readiness activities for a high volume product line.
* Recognizes a variety of concerns, risks and opportunities across work groups; determines whether action is needed and executes accordingly.
* Integrates data from a variety of sources; detects general trends, associations, and cause-effect relationships.
* Develops work around plans for addressing risks and opportunities and achieving desired outcomes. Generally formulates clear decision criteria; evaluates options by considering implications and consequences; chooses an effective option. Implements decisions or initiates action within established cycle time. Generally includes work group members and occasionally members of other work groups in the decision-making process as warranted to obtain accurate information, make the most effective decisions, and ensure buy-in and understanding of the resulting decisions.
* Manages workload with the appropriate sense of urgency and impact to the business.
* Prioritize and delegate tasks based on criticality; adjust priorities when appropriate.
* Ensures resources (equipment and materials) are available per demand to meet contract schedule. Allocates own time to complete work and utilizes available resources (individuals, processes, departments, and tools) to complete work efficiently. Uses time effectively and seldom allows unrelated requests or distractions from interfering with work completion. Timely coordination for MRP generation, Hardware Program Controls Directive, Bill of Material, work instructions, serialization, work order closures and workflow failure issues.

**Planner Requirements:**

* Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 3 years of professional experience; or 1 year of professional experience with a related Masters degree. Considered experienced, but still a learner.
* Experience with ERP.
* Demonstrated knowledge executing to production schedule.
* Self-motivated with a demonstrated ability to be productive in a fast-paced, dynamic environment.
* Demonstrated effective verbal and written communication and interpersonal skills.
* Ability to establish and maintain effective working relationships.
* Demonstrated knowledge of change management and conflict resolution.
* Ability to effectively interface and communicate with peers, customers and senior management.
* Ability to differentiate between make/buy processes and requirements. Initiate timely interface resolution support to minimize impact to schedule or business.
* 2+ years experience working in business systems.
* Basic knowledge of assembly and production processes, manufacturing capabilities (e.g., composites, structures), and data needed for defining delivery configurations (e.g., design definition, program directives, engineering drawings and changes and MRP processes).