

Product Planning & Schedule Management: Associate Manager, Production, Planning & Scheduling

Plans, prepares, issues and controls production schedules and coordinates with material requirements to ensure a controlled flow of approved materials timed to meet production requirements. Advises management of the status of work in progress, material availability and potential production problems to ensure that personnel, equipment, materials and services are provided as needed. Schedules equipment and personnel, confirms material supply and demands, prepares work orders or purchase requests for the production or purchase of components or parts based on a master production schedule, shop load and inventory requirements. Coordinates interdepartmental activity with quality assurance, manufacturing, purchasing, engineering, inventory control, traffic, etc.; schedules and expedites the movement of parts by means of move orders, stock transfers and requests for shipping orders.

Management Role

Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments. Directs the following phases of the internal supply chain process within the Operations Planning & Control function: MRP/ERP, MBOM Maintenance, etc. Also participates in the planning and execution of supply chain initiatives.

Policy and Strategy

Administers and executes policies, processes and procedures that affect subordinate employees and the workflow of the work area.

Freedom to Act

Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.

Impact

Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.

Liaison

Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.

Operations Involvement/Direct Work Involvement

Functions as advisor on all projects and tasks assigned to the organizational units under supervision. Becomes actively involved only when subordinate supervisor or staff members require assistance to meet established schedules or to resolve complex technical or operational problems.

Minimum Education and Experience

Bachelor's Degree in Supply Chain, Business or a related field and 7+ years of diverse professional experience in all areas of Supply Chain which may include 3+ years of supervisory responsibilities. APICS certification desirable.