

Production Control Planner: Production Control Planner I

Maintains schedules for material requirements and availability for the manufacture of industrial and commercial products to support production control. Compiles records concerning quantity, cost and type of material received, shipped, in stock or inventory and/or in production. Expedites flow of materials, parts and assemblies within or between departments in accordance with production and shipping schedules. Assists in determining possible and actual shortages. May initiate action to correct these deficiencies. Uses knowledge of production, procurement and engineering departments to alert proper authorities regarding potential problems and appropriate remedial action. Estimates and logs production rate and time expenditures and may be required to establish sequence and lead time of each operation to meet shipping dates.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job. Able to understand drawings, blueprints and routers.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation. Interfaces within Planning Department.

Work Products (Examples include but are not limited to)

Microsoft Office and Internet. Drawings.

Minimum Education and Experience

High school and 0-2 years of experience.