

# Production Control Planner: Production Control Planner II

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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**

Full knowledge of the job. Substantial acquaintance with, and understanding, of general aspects of the job with a broad understanding of the detailed aspects of the job. Full knowledge of MRP to get work released and Bills of Materials. Able to launch a router.

## **Supervision Received**

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

## **Consequence of Errors**

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

## **Contacts**

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation. Functional areas within Production including quality, test and methods.

## **Work Products (Examples include but are not limited to)**

Microsoft Office and Internet. Drawings. MRP System (Cost Point). Bills of Materials.

## **Minimum Education and Experience**

High School and 3 years of experience.