

Job Title: Production Material Planner
Department: Production Planning
Wage Classification: Salary

Revised Date: 2/22/2023

JOB SUMMARY

Responsible for production planning, scheduling, and expediting activities for given product class or classes in a dynamic complex manufacturing environment.

SPECIFIC JOB FUNCTIONS

- Evaluate and analyze demand affecting ERP and MRP planning logic.
- Proactively identify potential demand errors or irregularities and facilitate problem solving for resolution.
- Consider sales forecast and capacity when developing production schedules.
- Participate and support the sales forecast process.
- Create and utilize targeted item forecast for special events to drive correct demand for production, launch and purchasing.
- Manage part by part item planning parameters in ERP to drive order actions in support of planning activities and inventory level strategies.
- Plan production by creating, maintaining, and updating production schedules and or Work Orders using ERP/MRP functionality focusing on timing of material flow from beginning of the production cycle until final assembly is shipped to customer.
- Utilize Lean and Visual planning tools and strategies, driving visual planning systems and tasks to sustain those systems.
- Monitor daily schedule status and communicate scheduling delays or concerns that may affect customer on time delivery to appropriate levels in the organization.
- Collaborate with production leadership to ensure optimum productivity and timely completion of orders.
- Follow up with the production team to determine the status of schedules and materials, revising schedules as necessary to meet customer on time delivery.
- Participate in production huddles and team meetings
- Understand customer orders for assigned planning groups and be the mediator between the customer and production.
- Work with Sales on appropriate communication with external customers.
- Manage customer portals per customer specific requirements as role requires.
- Monitor and report on Customer Scorecard metrics and facilitate appropriate corrective action where deemed required.
- Understand, comply, and support all required trade compliance activity and specific supporting activities related to planning and customer relationship management.



- Participate in product launch and changes, working closely with other teams to facilitate change management timing and the procurement of material affected by said change.
- Effectively manage launches/changes to eliminate or minimize scrap or reworked parts.
- Monitor and identify supplier material shortages and coordinate with suppliers and buyers to resolve late deliveries or lead time challenges.
- Utilize ERP, subsequent reports, and tools to identify and resolve material constraints.
- Work with Purchasing on vendor delivery strategies to support production readiness.
- Participate in continuous improvement activities, independently or in a team environment.

QUALIFICATIONS

- High school diploma or GED
- 1-2 years planning experience, preferably in a complex manufacturing environment.
- Performance that reflects RAMI Core Values: Positive Attitude, Customer Focus, Growth Mindset, Integrity and Teamwork.
- Core math skills supporting the planning process as defined by company standards.
- Proficient computer knowledge and ability; Microsoft Excel, Word & Outlook, ERP systems and others as role scope requires.
- Ability to gain knowledge and understanding of RAMI product, processes, and customer specific requirements.
- Capable of working in a fast-paced manufacturing environment.
- Ability to multitask and work in a dynamic change environment and drive the necessary intensity that environment requires.
- Excellent communication skills.
- Analytical problem-solving skills.
- Highly dependable, motivated, and self-driven with excellent attendance.
- Lead and participate in continuous improvement initiatives and problem solving, formal and informal.

WORK ENVIRONMENT

- This job operates in a professional work environment on the product floor and office environments.

PHYSICAL REQUIREMENTS:

- While performing duties of this job, the employee will regularly; sit, stand, walk, reach, bend, twist and occasionally will be required to, kneel, lift, or move objects of 50 pounds or less with or without assistance.

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