

JOB TITLE: Supply Chain Planner
DEPARTMENT: Production
DATE: 11/30/18
PAY RATE: DOEE
REPORTS TO: Production Manager and CFO
CLASSIFICATION: Non-Exempt

POSITION DESCRIPTION: The Supply Chain Planner is responsible for evaluating and implementing MRP generated production plans based on the forecast provided by the Marketing department. This role addresses the feasibility and the fulfillment of special production requests and assists with evaluating the finished goods inventory. The planner coordinates with the buyers for all production and material related issues.

TECHNICAL RESPONSIBILITIES:

1. Generates monthly production plans based on marketing forecast, FG inventory and open orders, making sure FG inventory are replenished prior to the determined safety stock level.
2. Coordinates and plans production with procurement teams for private labels and special non-inventory finished goods or bulk products.
3. Monitors and approves large orders on a regular basis. Reviews sales tracking against finished goods inventory while coordinating and expediting the placement of purchase orders and/or delivery of material such that deadlines are met.
4. Works with Jarrow Industries manufacturing team on regular basis to ensure smooth production process and to communicate and coordinate with the Jarrow Formulas procurement teams of any production related issues.
5. Coordinates with marketing on the production of new items by requesting the sales forecast and communicates with buyers to determine initial production quantity and launch dates.
6. Takes lead in coordinating with Marketing, QC, and International departments on promotion or special large quantity fulfillment to ensure that inventory will not be at critical low levels.
7. Assists buyers or sourcing department personnel with raw material forecast based on the FG forecast and future production needs.
8. Monitors and analyzes production workloads and keeps manager apprised on a regular basis.
9. Works with IT to customize and develop INFOR to production needs. Ensures data integrity and drafts as needed SOP's for management review.
10. Creates and approves distribution orders in INFOR for material transfers. Maintains accurate customer order spreadsheet.
11. Performs any other related duties as may be assigned by manager.

Job Requirements:

- BA Degree Required
- Minimum 2+ years of relevant planning experience
- Must be able to handle multiple tasks simultaneously and work independently with excellent accuracy and with minimal supervision.
- Must be able to work with multiple departments
- Must be proficient with Word and Outlook
- Must have excellent knowledge of Excel
- Excellent written and verbal communication
- Experience with Laserfiche a plus
- Experience with ERP systems a plus

Job Status: Full time / Non-Exempt (Hourly)

Schedule: 9:00 a.m. to 6:00 p.m. (with 1 hour unpaid lunch)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 25 pounds on occasion.