KONDEX CORPORATION
POSITION DESCRIPTION

POSITION TITLE: **Manager of Production Planning & Control**
DATE: **September 29, 2014**
REPORTS TO: **President**

POSITION PURPOSE/MISSION:
This role leads the company's demand planning, production planning and scheduling, inventory management, warehousing and distribution, and trade and compliance efforts consistent with business and growth objectives. Ensures that the functions led deliver exceptional external and internal customer support through capable, motivated associates.

ESSENTIAL DUTIES and RESPONSIBILITIES:

A. <u>LEADERSHIP AND MANAGEMENT</u>

1. Lead the functions' organization including the determination of organizational structure and staffing levels; and the recruitment, development, coaching, mentoring, and retention of professional, motivated, highly effective team members.
2. Represent functions in the company's strategic planning process.
3. Establish long-term goals & objectives as well as annual operating plans and budgets.
4. Successfully deploy/communicate the strategic plan initiatives to the team and monitor actionable items to hold associates accountable for plans.
5. Develop systems that make gaps between plan and actual visible to the organization.
6. Make visual the status of any product that is in an abnormal status (e.g. defective materials, non-conforming product, quality holds, credit hold).
7. Participate in appropriate professional, networking opportunities.

B. <u>DEMAND PLANNING, PRODUCTION PLANNING AND SCHEDULING</u>

1. Develop capacity planning tools and monitor plant capacity (ongoing, short-, mid- and long term) to ensure the optimal level of production capability is available to meet forecasted demand.
2. Collaborate with the Production Manager to ensure effective Daily Management System.
3. Manage the period Sales & Operations Planning cycle to translate Sales objectives into achievable short, mid and long-term Manufacturing plans. Included is the production scheduling of manufacturing operations to meet financial & performance goals, including customer delivery dates and internal fill rates.
4. Develop formal schedule for machine, man and material (raw materials, components, and outside services) based upon capacity and resources, execute the plan and make visual the results of execution.
5. Move the organization from a push to a pull system as appropriate.
6. Participate in daily production meetings.
7. Develop resource plan for new business opportunities.
8. Coordinate with engineering and manufacturing to schedule new product introduction items (trials, launch).

C. ORDER FULFILLMENT

1. In collaboration with Sales and Manufacturing, develop and direct global order fulfillment strategies that consistently result in 100% on-time performance to customer needs and schedules.
2. Communicate replenishment releases to supplier base.
3. Expedite purchased supplies and outside services to facilitate immediate corrective action to meet customer delivery.

D. INVENTORY MANAGEMENT

1. Ensure inventory levels meet the objectives of the business plan, support the requirements of the manufacturing operation, and meet the needs of the customer.
2. Manage material requirements to increase inventory turns and reduce levels on hand.
3. Ensure a high level of inventory accuracy and the integrity of the perpetual inventory accounting system.

E. WAREHOUSING & DISTRIBUTION

1. Develop and direct Kondex' warehousing and distribution strategy consistent with company strategic growth objectives and compliant, cost-effective delivery of raw materials and finished goods inventory.
2. Establish a system and method for release of supplied product for both internal and external suppliers.

F. TRADE & COMPLIANCE

1. Ensure strict adherence to import and export regulations in the shipping and receiving of component materials and finished goods.

POSITION CHALLENGES:

1. The identification of weaknesses in Production Planning and Control processes and systems, then implementing the right capability, at the right time, in a cost effective manner.
2. Balancing fluctuating customer demand with the efficient utilization of manufacturing resources and inventory.
3. Ensuring strong cross-functional relationships and common goals exist throughout the function.
4. Expediting purchased supplies and outside services to facilitate immediate corrective action to meet customer delivery.
5. Interface with Purchasing to ensure supply base has capacity and capability to meet customer demand.
6. Manage the transition from a role of tactical focus to strategic as systems are implemented and the organization embraces the Toyota Production Systems thinking and methodologies.

SUPERVISION EXERCISED:

- Demand Planners; Inventory Specialist

PRIMARY INTERNAL ORGANIZATIONAL RELATIONSHIPS:

- President, Purchasing Manager, Customer Service Manager, VP of Sales & Marketing, VP of Manufacturing, Director of Sales and Marketing – Kondex GmbH, Chief Financial Officer, VP of Human Resources & Organizational Development.

PRIMARY EXTERNAL ORGANIZATIONAL RELATIONSHIPS:

- OEM Customers, Dealers and Distributors; Offsite Warehouses, Freight Lines, Customs officials

QUALIFICATION REQUIREMENTS:

Minimum Technical Qualifications:

1. Bachelor's degree in business, production planning and control, supply chain management, or related discipline.
2. Minimum five years progressive production planning and control management experience with manufactured products; including demand, production, inventory, and capacity planning.
3. Demonstrated experience in the recruitment, development, and retention of high-performing staff members.
4. Strong mechanical aptitude (i.e. intuitive understanding of mechanical processes)
5. Working knowledge of Microsoft Office.

Preferred Technical Qualifications:

1. MBA or related advanced degree.
2. APICS/CPM certification.
3. Demonstrated experience in the planning and management of seasonal demand.
4. Direct experience in or a keen understanding of manufacturing and sales.
5. Familiar with lean manufacturing principles and/or Toyota Production System.
6. Sales forecasting experience.
7. Experience in a growth environment.
8. Experience with comparable products.
9. Experience with trade & compliance.
10. Small to mid-size company ERP experience.
11. Familiar with quality management system certifications (e.g. ISO 9001-2000).

Note: The preferred technical qualifications listed above would likely have been developed through an additional three to five years of work experience.

Required Behavioral Competencies:

1. Business Thinking – sees the organization as a series of integrated and interlocking business processes (systems thinker). Understands general business concepts. Understands the financial framework of the organization. Establishes and monitors appropriate financial measures, using data to make informed business decisions.
2. Customer Orientation – stays close to internal and external customers, anticipating and meeting customer/consumer needs. Demonstrates excellent listening, verbal and presentation skills.
3. Results Orientation – maintains appropriate focus on short- and long-term goals. Motivated by achievement, and persist until goals are reached, conveying a sense of urgency. Manages time wisely and effectively prioritize multiple competing tasks.
4. Initiative & Energy - is proactive and takes action without being prompted. Sees a need, takes responsibility and acts on it. Makes things happen.
5. Problem Solving & Decision Making – identifies and solves problems, develops innovative solutions, acts decisively, and shows good judgment.
6. Influence & Positive Impact – skilled at persuading, motivating, and energizing others at all levels. Passionate, personable, self-confident, and likeable. Able to flex style and direct, collaborate, or empower as the situation requires. Establish

and maintain productive relationships and networks, utilizing them to facilitate business transactions. Demonstrated ability to get things done through others.

7. Conflict Management - comfortable with healthy conflict, and supports and manages differences of opinion; uses consensus and collaboration to debate and resolve issues.
8. Learning agility – continuously seeks new knowledge, creates and fosters a culture of interest, curiosity and learning. Flexible to change, and learns from failure. Seeks to improve processes and products. Interested in and capable of cross-functional rotation.
9. Self-Objectivity – knows personal strengths and limitations and works toward improving weaknesses. Aware of impact of own behavior on others. Solicits and uses feedback for self-improvement.
10. Coaching & Counseling – effectively instructs associates at all performance levels and enjoys helping team members grow, sharing authority and providing resources and support that empower. Sets goals for people and objectively monitors progress, holding staff accountable. Offers clear, direct, and timely feedback.

CULTURE: Believes and practices Kondex Values & Beliefs

TRAVEL: 10% maximum

OVERVIEW OF COMPANY

Kondex' mission is "Helping to Feed and Fuel the World." We are a leading manufacturer of engineered components for the agricultural, biofuel, construction, forestry and turf care markets. We specialize in metallurgy, surface coatings, heat treating, machining, welding and assembly. We are ISO 9001 and ISO 14001 certified. Kondex was founded in 1974 and is privately owned. Annual sales have grown substantially. Our excellent growth has been fueled by motivated associates producing quality products, and our relentless passion for exceeding the needs of our customers. Kondex has a state-of-the-art 210,000 square foot facility that is climate controlled and utilizes enhanced process flows. We have a union-free workforce of approximately 280 associates. Kondex is a smoke-free environment. Dress is business casual. We strive to utilize individual talents to create a high performance workplace; to maintain strong, collaborative relationships with targeted educational institutions; and to support our community. We seek candidates who will complement our team oriented culture and want to enjoy coming to work!

For more information on Kondex Corporation, including our values and beliefs, go to www.kondex.com. For more information on this position, please contact Mike Frydryk (920-269-1013) or email him at mfrydryk@kondex.com.