



MANUFACTURING PLANNER/SCHEDULER JOB DESCRIPTION MEGA CORP.

JOB REQUIREMENT

- Interpret Engineering Drawings and create Bills of Material (BOMs)
- Create Process Routings to set up appropriate work flow in Work Centers and overall plant
- Schedule and release Work Orders for "make" items
- Create new inventory items and update existing items in ERP system
- Maintain Standard Cost for "make" items
- Determine stocking and replenishment levels for "make" items
- Coordinate activities with Engineering, Sales, Warehouse, and Manufacturing personnel as necessary to keep each informed of potential problems and opportunities
- Assists Product Cost Accountant with rolling costs and provides cross functional communication of cost impact from creation/maintenance of BOM and routings
- Understands cost impact of changing BOMs and Routings as well as impact on production orders, inventory values, and variances
- Perform other duties as assigned

ESSENTIAL SKILLS

- Strong analytical and decision making ability
- High energy, motivated individual with strong interpersonal skills, while being assertive in a team environment
- Able to work independently and ensure tasks are completed with little supervision
- Able to work well with others
- Detail oriented and organized
- Able to work under stress and meet deadlines

BASIC QUALIFICATIONS

- Associate degree in Accounting or Business
- If no degree, 3 + years Cost Accounting experience in Manufacturing
- 5 + years experience in Manufacturing environment (Metal Fabrication preferred) working with BOMs & Routings with hands on responsibility in Materials Planning, Production activity control/Capacity Planning, MRP and Scheduling related functions
- 5+ years' experience with ERP, BOM's and Process Routing software systems
- Knowledge and understanding of Manufacturing processes, Planning, Shop Floor Control, and Job Costing
- Supervisory experience is a plus
- Proficient with Excel, Word, Outlook
- APICS Certification is a plus