

Production Planner/ Scheduler/ Purchasing

We are looking for a qualified Production Planner to organize production according to demand and quality standards. You will be the one to ensure our goods are produced on time for distribution in a profitable manner. An excellent production planner is well-versed in production procedures and ways to optimize them. They are organized and results-driven with great problem-solving skills. Advanced communication and computer skills are very useful for the role. The goal is to ensure the smooth and cost-efficient flow of our production operations.

Responsibilities:

- Coordinate production workflow for one or multiple products
- Plan and prioritize operations to ensure maximum performance and minimum delay
- Determine manpower, equipment and raw materials needed to cover production demand
- Assign workers and other staff to particular production operations
- Schedule shift according to production needs
- Monitor jobs to ensure they will finish on time and within budget
- Address issues when they arise aiming for minimum disruption
- Obtain output information (number of finished products, percentage of defectives etc.)
- Prepare and submit status and performance reports
- Keep paperwork organized
- Collaborate with quality control, warehouse and other staff

Skills:

- Proven experience as production planner
- Excellent knowledge of production planning and quality control principles
- Experience in MRP II (Manufacturing resource planning)
- Working knowledge of MS Office and ERP systems
- Good at math and statistics
- Strong organizational and problem-solving skills
- Excellent communication abilities
- High school diploma; Further education or certification is preferred

Job Type:

- 1st Shift: 8am – 5pm (Mon – Fri)
- Fulltime, office environment.
- Pay: \$18.00 - \$23.00/hr

Benefits:

- Medical, dental, life and short/long-term disability insurance
- Vision coverage discount program

Submit your resume to info@vmsinc.com.



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- Medical, dental, life and short/long-term disability insurance after 90 days
- 401(k) with company match
- Paid holidays, paid vacation and PTO

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