



Production Planner

The Production Planner is responsible for coordinating and expediting the flow of work and materials within or between departments of an establishment according to the production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Get forecast from sales organization and create a master schedule/plan for production to meet delivery deadlines
- Create BOMs for each product type
- Create work orders in TME system and release to production department
- Issue run card/traveler and raw materials to production, as needed
- Schedule usage of production materials to ensure optimal production levels
- Coordinate with procurement to ensure all materials are available to meet production plan
- Monitor material supply flow and identify any shortages or bottlenecks in usage
- Identify and resolve problems relating to inventory
- Address issues regarding quality and production
- Close work orders and move product to finished goods and/or shipping department. Prepare shipping documents, as needed
- Produce reports based on findings and performance of production
- Manage deadlines based on project expectations

BASIC QUALIFICATIONS, EXPERIENCE, SKILLS AND EDUCATION REQUIRED

- High school diploma or GED equivalent. An associate degree in business or a related field is an added bonus for a candidate seeking promotion opportunities.
- Technical certification such as an APICS certification preferred
- Prior experience as a production planner in the semiconductor industry preferred
- Excellent verbal and written communication skills
- Exceptional organizational and time-management skills
- Strong regard for product quality and safety standards
- Sharp analytical and problem-solving skills; meticulous and diligent
- Able to sit, stand and move around for long hours at a time

ITAR/EAR CRITERIA

- This position will require lawful access to ITAR/EAR controlled information and employees in these roles will need to meet those requirements. Requirements include US Citizenship, US Permanent Resident or ability to meet contract-specific licensure requirements.

EMPLOYMENT CATEGORY

- Regular full-time

LOCATION OF EMPLOYMENT

- Albuquerque, NM

Send CV or resume via email to careers@3DGSinc.com