



Production Planner/Shipping Support

Position Purpose: Summary of the job as it is currently performed along with basic requirements

The purpose of this position is to achieve on time/quality deliveries to customers. This is done through review of MRP requirements, scheduling of orders and interaction with Sales, Purchasing, Quality, Engineering and Operations personnel.

Supply administrative support for Shipping; to include daily paperwork processing and fill in when Supervisor is out

Responsibilities: Brief statements describing actions to be taken and results expected

Competencies / Actions / Relationships / Expected Results

Work closely with the Master Scheduler to manage workflow through all CCC related facilities.
Communicate with Master Scheduler on work load balancing within those Manufacturing locations.

Have a working knowledge of our product and the flow of that product through our facilities.

Planning responsibilities:

- Ensure materials are available to support system demand
- Order releasing on a timely basis

Communicates with Customer Service on material shortages and Manufacturing delays that would affect the customer ship date / on-time delivery.

Release orders to support the Engineering projects, sample projects and PPAP orders.

Enter Shipping Order details, contact truckers and manage associated paperwork.

Perform the above requirements in a timely manner to ensure customer receives product and associated paperwork as promised.