

Siegfried USA, LLC
Pennsville, NJ
Job Description – Page 1 of 2

Job Title: Planning Specialist
Department: Operations
Reports to: Sr. Supply Chain Manager
FLSA Status: Exempt
Grade Level: 4E
Approved by: Tracy Renschler
Approved on: 4/4/2019

The employer reserves the right to amend or change this job description.

SUMMARY:

Responsible for scheduling and analysis of key activities associated with manufacturing operations and other key activities associated with enabling the manufacturing organization to ship products to meet customer due dates in a consistent, timely manner.

ESSENTIAL DUTIES, RESPONSIBILITIES, AND ACCOUNTABILITIES:

- Creates, updates & maintains production schedule (up to 3 month + horizon) while considering equipment & labor capacities
- Runs weekly planning meeting
- Tracks production delays daily
- Coordinates Raw material availability
- Coordinates retesting of expired materials
- Collaborates on quarterly S&OP process (ROFO) and data delivery
- Prepares and presents 3-month production plan meeting (SC Meeting)
- Updates Make/Sell with current production timing
- Manages and maintains production recipes in SAP
- Tracks actual vs planned performance and recommends changes to recipes
- Creates process orders & campaigns in SAP
- Special projects as assigned

SUPERVISION:

- N/A

EDUCATION AND EXPERIENCE:

- Advanced business degree and 1-3 years of experience in planning and scheduling in a multi-dimensional constraint situation
- APICS certification is highly desirable

OTHER REQUIREMENTS:

- Proven ability to work cross-functionally interacting with different departments and different levels of management
- Proficient in computer-based work; SAP experience preferred + excellent Excel skills
- Able to multi-task
- Able to meet deadlines and adapt in a quick-changing environment
- Excellent Problem-solving skills
- Self-motivated & dependable
- Sense of urgency; focus on customer

Siegfried USA will explore and provide reasonable accommodations to assist any qualified individual with a disability in performing the essential functions of his/her job. Please speak with HR should you require an accommodation or have any questions.

Page 2 of 2
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By the Incumbent

By the Direct Supervisor

Name of Incumbent

Name of Direct Supervisor

Date

Date