



"Inspire and empower people to create innovative product solutions that revolutionize the industry"

Position: Production Planner
Reports To: Operations Value Stream Manager

Status: Non-Exempt
Approval Date: 4/26/19
Last Revised: 4/26/19

Position Summary

This position provides timely information that signals the pull of the customer demand to the production cells to create maximum value for the customer. Responsible for entering the relevant information into the manufacturing software and confirming the accuracy of routes, cycle counts, inventory transactions, Kanbans, safety stocks, bills of materials, and master schedule information.

Steffes Core Values

Trust: We promote growth and long-term success by making wise decisions with trust as an essential component.

Respect: We unleash creative talents of our diverse workforce by treating each other the way we would like to be treated.

Teamwork: We believe people achieve much more by working together.

Integrity: We follow through and keep our word while being open, honest, ethical, and fair.

Safety: We view our co-workers as family members of our business and strive to ensure safety for all.

Humility: We recognize and appreciate strengths and contributions beyond one's self. We are modest, genuine, and authentic.

Key Responsibilities

1. Run job reports to verify quantities, details, etc.
2. Help coordinate the supply and transfer of products between facilities.
3. Track and adjust on-time delivery data.
4. Coordinate scheduling of jobs with production and sales.
5. Monitor the progress of production work and help resolve issues that may delay shipment.
6. Create, audit, organize, and maintain Kanban signals.
7. Maintain a positive work atmosphere by acting and communicating in collaborative manner with customers, suppliers, co-workers, and management.
8. Helps company meet its Strategic, Quality and Safety objectives.
9. Other duties may be assigned.

Core Expectations

Customer Service - Demonstrate excellent customer service and display a positive attitude and behavior consistent with the Steffes Code of Conduct and Core Values.

Quality - Actively support and participate in Quality Improvement.

- Take immediate action in unsafe situations.
- Adhere to all safety standards; thus, promoting safe practices to ensure a safe environment.

Conduct - Demonstrate and support the Steffes Code of Conduct.

Policies and Procedures - Demonstrate and support Steffes Policies and Procedures by:

- Using tact, sound judgement, and maintaining a professional attitude in communication and relationships with others.
- Striving to deliver the best quality in daily work.
- Promoting a positive image of Steffes and its products.
- Being timely and punctual in attendance and following all policies and procedures.

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Job Requirements/Qualifications

- High School Diploma or GED
 - 2+ years of related work experience, preferred
 - Intermediate computer knowledge (Windows, email, internet, etc.)
 - Written and verbal communication, math, reading, and spelling skills
 - Experience with ERP or MRP, preferred.
- OR-
- An acceptable combination of education and experience

Physical Demands of Position

- This position requires walking, sitting or standing to a significant degree
- Must have the ability to lift 50 pounds from floor to waist, carry 50 pounds, and push and/or pull up to 20 pounds
- Must have the ability to climb ladders and/or stairs
- Stooping, crouching, kneeling and bending
- Handling, feeling, and gripping would be required for some activities
- Visual acuity is required to inspect work completed
- This role may be subject to internal and external environmental conditions

Acknowledgement

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

I acknowledge that I understand the information contained in this document and can perform the essential functions of this job without accommodations. I also acknowledge that employment with Steffes Solutions LLC is at-will and not for a specific period of time and can be terminated at any time, with or without cause or notice, by Steffes Solutions LLC.

Employee Signature:

Printed Name:

Date:

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