

# *Continental Electronics*

## **MRP PLANNER**

The MRP Planner will help coordinate production workflow, scheduling, inventory management, procurement and operations according to demand and quality standards. The successful candidate will have experience using Deltek's "Costpoint" ERP platform. Reports to the Director of Manufacturing.

### **RESPONSIBILITIES**

- Works with master scheduler to plan and prepare production schedules per Contract requirements
- Maintain running accounts of orders received, work completed, and inventory with use of Material Requirements Planning (MRP) systems
- Analyze production specifications and plant capacity data and performs mathematical calculations to determine manufacturing processes, tools, and human resource requirements
- Expedite operations that delay schedules and alters schedules to meet unforeseen conditions
- Plan and schedule workflow for each department and operation according to previously established manufacturing sequences and lead times
- Prepare production reports, required materials, tools and equipment lists
- Works with procurement to prepare purchase orders to obtain materials
- Reviews, analyzes, modifies, and implements efficient and effective department processes, policies, and procedures
- Identifies, documents, and implements opportunities for continuous improvement
- Manage inventory levels, identify exceptions, and develop resolutions to large variances to these levels in order to escalate or take corrective action
- Monitor inventory, ensure optimal customer service and high on time delivery percentage
- Participate in continuous improvement projects
- Performs other related duties as required

### **REQUIREMENTS**

- 3-5 years of experience in supply planning, production planning, or similar supply chain role
- Experience in Deltek Costpoint ERP/MRP
- Proven ability to meet deadlines and handle multiple programs
- Excellent knowledge of production planning and manufacturing principles
- Strong organizational and problem-solving skills
- Flexible and have a willingness to work within constantly changing priorities with enthusiasm

## **EDUCATION**

Bachelor's Degree in related field preferred. Associate's Degree in Supply Chain, Logistics or related field required.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to sit. The employee frequently is required to walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand. The employee must frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **BENEFITS**

CEC provides opportunities for educational reimbursement, employee assistance program, company lunches, 3 weeks of vacation & sick time, family medical / dental / vision benefits, matching 401k, free life & disability insurance, service awards, and employee social events.

Equal Opportunity Employer: minority / female / disability / veteran