

## Sales and Operations Planner

### Job Purpose

The Master Planner/Scheduler is responsible for scheduling manufacturing operations to meet Customer demands.

### Key Elements

- > Capacity Analysis
- > Customer Forecast Management
- > Establish Master Production Schedule

### Job Function

Responsible for day-to-day management of the Master Production Schedule as it relates to forecasted demand, production, inventory changes, overall handling of customer requirements, drive inventory improvement efforts for raw material, finished goods, and component inventories that will meet both customer needs and turn goal objectives. Monitor work schedule and notify team of potential problems in meeting customer demands. Coordinate with buyers to resolve material schedules that are not aligned with MRP need dates.

### Skills and Talents

- > Strong decision making abilities / data driven
- > Excellent Math skills, a real numbers person
- > Comfortable with Excel
- > Time Management
- > Discernment of incoming data
- > Task driven
- > Pleasantly assertive
- > Meticulous organizational skills
- > Demonstrated ability to manage, lead and participate in cross functional teams
- > Effective verbal and written communicator to all employees in organization

### Education and Experience

- > BS degree in Business or related field
- > APICS certification/training
- > Extensive MRP knowledge
- > Contract manufacturing experience preferred

### Electrostatic Discharge (ESD) Requirements

Employees who handle PCBs or any sensitive components are required to wear ESD protection at all times. The ESD devices must be tested before use.

\*Please Note: Critical functions of this job are defined above. However, they are subject to change at any time due to reasonable accommodation or other reasons.

Cirtronics Corporation is an ITAR registered corporation. Candidates must be able to demonstrate upon hire that they are either US Citizens or lawful Permanent Residents of the US.

*"A contract manufacturing solutions company guided by the principle that who we are is as important as what we do."*



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