

Production Planner/Scheduler

The Opportunity:

MPC is seeking a team-oriented Production Planner/Scheduler to oversee all aspects of the production scheduling and planning activities for our main Cranston, RI location. This role will work closely with Customer Service, Operations and Development personnel to plan, coordinate, and expedite the flow of work and materials within the facility to meet customers' promised ship dates, and actively develop ways to improve productivity and efficiency. The position will report to the Operations Manager of the Cranston site.

Key Job Duties:

- Prepares and reviews master production schedule and work orders. Establishes with schedule sequence and lead times of each operation to meeting shipping dates according to sales forecasts or customer orders.
- Utilizes ERP/MRP systems to create, modify or close work orders, create new part numbers and production routers, and develop schedules and reports
- Establishes priorities for specific customer orders, in-line with Lean Manufacturing Techniques.
- Monitors delivery, assembly, or distribution of supplies or parts to expedite flow of materials and meet production schedules, assist when needed to ensure materials are available to meet schedules
- Revises schedule according to work order specifications, established priorities, and availability or capability of workers, parts, material, machines, and equipment.
- Oversees distribution of work orders to departments, denoting number, type, and proposed completion date of units to be produced.
- Assures all Routing and Bills of Material is up to date on all production parts.
- Ensures delays resulting in late shipments are conveyed to customers through customer service
- Maintains inventory of materials and parts needed to complete production in ERP/MRP System.
- Assists with special projects as necessary.

Required Competencies:

- **Production Scheduling:** Familiarity with automated processes for scheduling production cells based on existing orders, material, equipment, and manpower availability

- **Supply Chain Management:** Experience with the flow of goods in the supply chain, movement and storage of raw materials, work-in-process inventory, and finished goods from point of origin to point of consumption.
- **Software Proficiency:** Able to utilize common spreadsheets and other office software packages to increase efficiency
- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Time Management:** Managing one's own time and the time of others, able to multitask and juggle multiple priorities effectively
- **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Required Credentials:

- 3 or more years in a production planning role

Preferred Competencies:

- **Enterprise Resource Planning (ERP/MRP) familiarity:** Can demonstrate the ability to learn and utilize an ERP/MRP system to facilitate production planning and execution
- **Judgment and Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Communication Skills:** Able to communicate multifaceted issues and plans clearly and effectively, both in writing and verbally
- **Bilingual Proficiency (English/Spanish):** Can understand and communicate verbally and/or in written form effectively in both English and Spanish

Preferred Credentials:

- Bachelor's degree in Business or Supply Chain Management
- Production Planning experience in a chemicals or plastics manufacturing setting
- Planning & Scheduling Professional (PSP) Certification

Job Details:

- Primary work location is in Cranston, RI. The ideal candidate will be able to grow into a role that plans production for multiple locations in Rhode Island.
- MPC offers:
 - Competitive pay and annual incentive plan
 - Health and dental benefits via Blue Cross Blue Shield
 - Flexible Spending Account (FSA) for out-of-pocket healthcare expenses

- 401K retirement plan with company match
- Company-paid term life insurance
- Interactive performance/development plan and review process
- Collaborative environment with direct access to leadership team and all aspects of company operations