



Production Planner Position Description

POSITION DATA					
JOB TITLE	Production Planner	REPORTS TO	Planning Manager	DEPARTMENT	Supply Chain
JOB SUMMARY					
<p>Full responsibility for daily production schedules based on line capacities, efficiencies, and stock availability</p> <p>Actively resolves line conflicts and makes decisions to produce the products that are in the best financial interests of Nortera.</p> <p><i>Nortera USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code..</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ● Primary <ul style="list-style-type: none"> ○ Develops and optimizes daily production schedules by aligning line capacities, operational efficiencies, and inventory availability to maximize throughput and service levels. ○ Makes value judgements between scheduling optimal runs vs suboptimal runs that cover immediate customer orders. ○ Strategically manages finished goods inventory to maintain target Days of Supply, proactively adjusting production plans to balance demand and operational constraints. ○ Analyzes and ensures component inventory readiness, mitigating risks related to material availability and production continuity. ○ Collaborate on and refine facility-specific Bills of Materials (BOMs), ensuring alignment with plant-specific coding instructions and production requirements. ○ Acts as the point of contact for Sales and Customer Service for inquiries on production and shipment dates ○ Anticipates and escalates potential material and supply constraints, driving cross-functional solutions to mitigate impact on production and customer commitments. ○ Communicates essential information from/to many functional areas including Planning, Replenishment, Customer Service, Quality Assurance, and Operations ○ Works under little supervision and has significant responsibility for efficiency of operation and fill rate to our customers. ○ ● Secondary <ul style="list-style-type: none"> ○ Coordinates inbound / outbound deliveries of components and finished goods ○ Investigates and helps to correct inventory discrepancies. ○ Acts as the plant's key representative in supply chain meetings, providing insights and recommendations to support broader operational goals. ○ Assist with other areas of responsibility, as needed at the plant level ○ Purchasing packaging materials 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Microsoft Excel skill is a must. Google platform. ▪ Communication, collaboration, decision making, analytical ability 				



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<p>PHYSICAL DEMANDS</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Frequent lifting/carrying up to 15lbs. Occasionally up to 50lbs ▪ Occasional pushing/pulling up to 100lbs. ▪ Occasional bending, squatting, twisting, climbing ▪ Frequent dexterity, reaching, standing, walking, sitting, typing ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Light</p>
<p>WORK ENVIRONMENT</p>	<p>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 the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts
<p>EXPERIENCE</p>	<p>1-2 years preferred in supply chain, food industry manufacturing</p>
<p>EDUCATION</p>	<p>College Degree or Equivalent</p>
<p>APPROVALS</p>	
<p>REVIEWED BY</p>	<p>DATE:</p>
<p>APPROVED BY</p>	<p>DATE:</p>
<p>HUMAN RESOURCES</p>	<p>DATE:</p>

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.