

We have an immediate opening for a bright, motivated individual to join our Operations team as a **Planner/Scheduler** in our **Warminster, PA** manufacturing facility. Great opportunity to make a difference and be part of a growing family-owned company.

Job Summary:

Support the company delivery and inventory objectives through the timely procurement of raw materials & packaging, timely scheduling and release that supports production capacity constraints and customer delivery expectations. Monitor open order status to identify potential delivery risks and recommend alternatives.

Essential Functions:

- Monitor short and long-term material requirements needs, develop and implement effective plans to assure material availability.
- Control the opening and closing of manufacturing jobs for the manufacturing floor and coordinate schedules with management.
- Control the flow of materials from the supplier. Document and return non-conforming materials and identify replacements.
- Builds and maintains daily production schedule.
- Communicates product revision changes to suppliers immediately.
- Communicates schedule changes to production team immediately.
- Analyzes material needs and makes appropriate material procurement and production decisions.
- Monitor vendor on-time delivery performance and quality and escalate concerns to Plant Manager if issues are identified.
- Maintain inventories at minimal levels.
- Follow sales orders to ensure high service levels to our customers.
- Take a proactive role in continuous improvement of the Inventory System.
- Schedule in-bound and out-bound shipments.
- Perform other duties as assigned.

Essential Requirements:

- Bachelor's Degree in Supply Chain or related area **OR** Minimum of a High School degree with a minimum of 4 years work experience, preferably in a materials/planning role.
- Computer proficiency skills required; specifically, Microsoft Excel.
- Proven ability to multi-task; effective time management skills necessary.
- Strong organizational and planning skills required.
- Critical thinking skills required.
- Must be able to handle multiple priorities in fast-paced manufacturing environment.
- Must be attentive to details and possess effective time management skills.
- Effective verbal, written and interpersonal skills required.
- Ability to work independently and as part of the team required.
- Must have the ability to walk on concrete floors, stand and climb stairs occasionally.
- Must be able to occasionally perform work in a hot, humid or cold storage environment

Our company offers a competitive package including PTO, paid holidays, bonus based on performance, 401(k) with employer match, health, dental, vision, life insurance and short and long-term disability insurance.

Please email your resume and cover letter to: mthielhelm@philamacaroni.com