



Production Planner Scheduler

JOB # 421

We're a close-knit family that enjoys working with each other in an entrepreneurial environment. As a key member of our special team, you won't feel as if you're nothing more than a minor cog in the wheel of a large bureaucratic engineering department. Imagine being able to work on some of the most advanced improvements with optical tracking devices on a worldwide basis over the upcoming years.

Photo-Sonics, Inc. is an international leader in state-of-the art optical tracking systems in Chatsworth and has an immediate opening for a Production Planner Scheduler. We're seeking a multi-disciplinary candidate who is self-motivated and is able to set and meet goals.

The Production Planner Scheduler will work closely with Production, Program and Materials Managers as well as with program team to increase the efficiency of a company's projects. A planner/scheduler also compiles reports on factors related to projects in order to assist in the decision-making process. They could also review processes to ensure each production part transitions well.

Job Responsibilities include but not limited to:

- Plan, schedule, coordinate and/or monitor the flow of products through the complete production cycle.
- Craft an efficient schedule for the execution of any projects.
- Assess employee hours spent on projects and create reports on efficiency
- Provide timely planning and scheduling of manufacturing work orders to the manufacturing floor in order to achieve both internal financial goals and customer delivery dates.
- Utilize ERP system to determine manufacturing work order requirements
- Coordinate delivery of parts to the tool to expedite flow of material to meet production schedule
- Coordinate between warehouse and purchasing on material shortages
- Notify Program Manager of any schedule impacts to customers
- Coordinate/expedite manufacturing builds to ensure schedules are achieved
- Complete status reports, such as production progress and materials inventory
- Evaluate all man hours spent for various activities and prepare accurate reports for same and maintain record of all project progress.
- Evaluate all fabrication site and vendor schedule and ensure adherence to contract master schedule.
- Collaborate with all cross functional team to maintain quality assurance for all activities.
- Assist to identify and resolve all issues in normal operations and manage all communication for all schedule disruption.
- Perform other duties, tasks and responsibilities as assigned.

Qualifications and Experience Requirements:

Project Engineer Qualifications / Skills:

- Strong Microsoft Office skills.
- In-depth knowledge of ERP or MRP software preferred
- Ability to handle priorities, define problems, collect data, establish facts, draw valid conclusions, and meet internal deliverables, schedules and deadlines.
- Ability to work on multiple projects simultaneously.
- Candidate must possess excellent reasoning, communication and interpersonal skills to interact with multiple departments and customers.
- The ideal candidate must understand the industry to be able to effectively create schedules that is reasonable for the various units involved in production.
- The ideal candidate will have interest or prior experience working on government military program contracts.
- Understanding of manufacturing methods and procedures
- Understanding of process improvement techniques.
- Strong analytical and problem-solving skills
- Familiar with turning and milling machine processes, plating, painting and masking outside processes; electrical and mechanical assemblies.
- Have a clear understanding of methods and systems involved in the conversion of raw materials into finish goods: Mechanical drafting, Metallurgy, Material procurement, milling, turning, Electrical Discharge machining, welding, tool making, tool design, CNC programming, Injection Molding, Cold heading, Hot heading, Hot rolling, Forging, Extruding, Stamping, Coining, Shearing, Punching, Protective finishes, Thermal treatment, Inspection, Assembly, Packaging, Crating, Military and commercial specifications.
- The ideal candidate should be able to estimate the productive capacity of available resources, since the work for each man or machine hour should be planned out in advance, knowledge-based function to maximize production.
- Ability to maneuver internal managerial procedures to coordinate the multiple processes involved in the accomplishment of elementary activities.

Education and Experience:

- High School diploma or GED
- Must possess a minimum of 5 years related experience in Production Planning
- 5+ years of project experience working in the manufacturing industry
- Proficient with MS Project, Power Point, Excel and other MS Office Suite tools.

The physical requirements of this position require ability to walk, sit, stand, use hands (repetitive motion), reach with hands and arms, and climb or balance. Additional physical requirements may require the ability to do some lifting.

Affirmative Action/EOE