

# Job Description

Position: Assistant Production Planner  
Reports To: Production Planner  
FLSA Status: Non-Exempt  
Approved Date: April 26, 2013

**SUMMARY:** Responsible for assisting the Production Planner in a variety of production tasks.

## Essential Duties and Responsibilities:

- Assists in capacity analysis by specific work center.
- Provides other support to production and management as required
- Assists in expediting and prioritizing work orders and coordinating and managing daily production schedule meetings
- Assists in issuing and tracking production orders, ensuring that required material is supplied to the production floor, as according to the production schedule
- Assists in the analysis of sales order releases with respect to capacity planning and material requirements
- Interfaces with manufacturing personnel, purchasing personnel, etc. on material status and production planning issues
- Assist in maintaining production item master setup
- Assist in setting up daily production entries
- Enter Purchase Orders for Raw Materials and Dry Storage in an accurate and timely manner
- Process Receipts for Dry Storage
- Monitor Critical Inventory Report and place orders for needed Dry Storage items
- Code incoming customer orders with correct item codes.
- Field incoming calls from priority customers on order status
- Assist in posting production entries
- Perform cycle counts when necessary
- Calculate Labor on daily production reports
- File, order supplies and perform miscellaneous duties for department
- Daily production floor walk through
- Cross train by occasionally working on production floor - critical to your success at ACM

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- Must be able to work with little to no supervision
- Exceptional organizational skills required
- Must be able to work on many different projects at one time
- Ability to recognize and resolve problems quickly using sound judgment and diplomacy.

- Must be able to prepare reports, write business correspondence and assist in production planning
- Ability to deal with problems involving few concrete variables in standardized situations
- Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Strives to continuously build knowledge and skills.
- Maintains confidentiality.
- Remains open to other's ideas and tries new things; Shares expertise with others; Gives and welcomes feedback; Applies feedback to improve performance; Contributes to building a positive team spirit; Asks for and offers help when needed.
- Works with integrity and ethically.
- Adheres to ACM Policies and Procedures; Upholds organizational values.
- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Measures self against standard of excellence; Demonstrates accuracy and thoroughness; Reacts well under pressure; Assesses own strengths and weaknesses; Accepts responsibility for own actions; Treats people with respect and consideration.
- Meets productivity standards; Strives to increase productivity; Completes tasks correctly and on time; Uses time efficiently; Aligns work with strategic goals; Looks for ways to improve and promote quality; Displays orientation to profitability
- Observes safety and security procedures; Uses equipment and materials properly; Reports potentially unsafe conditions.
- Is consistently at work and on time; commits to long hours of work when necessary to reach goals.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: Bachelor's Degree (B.A) in related field. 2 years general office experience. Previous planning experience a plus.

Language Skills: Exceptional written and verbal communication skills required. Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write professional correspondence. Ability to effectively present information in one-on-one and small group presentations to customers, clients, and other employees of ACM. Speaks clearly and persuasively in positive and negative situations. Listens and gets clarification. Listens to others without interrupting.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide by 10's and 100's. Ability to perform these operations using units of American money. Ability to create statistical formulas in Excel.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Solid analytical skills are required. Must be self-motivated and pro-active. Must be able to work well with others.

**Computer Skills:** To perform this job successfully, an individual must have intermediate to advanced knowledge of Microsoft Excel, working knowledge of Microsoft Office, (which includes Outlook, Word, and Power Point) and knowledge of an ERP accounting system (Canopy accounting system experience a plus). Must be able to type 45 wpm and 10 key by touch.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear, use repetitive motion, type, use ten key, and keyboard. The employee is frequently required to use hands and fingers to handle and feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

Applicants can send their resumes and any inquiries to **Agustin C. Mota Colina**, Production Coordinator at American Custom Meats, LLC, [amota@acmeats.com](mailto:amota@acmeats.com).