



## **PRODUCTION PLANNING COORDINATOR**

SupHerb Farms, the market leader in fresh frozen herbs and other specialty culinary products, has an opening for a Production Planning Coordinator in Turlock, CA. This position is responsible for production planning based on inventory analysis, forward warehouse coordination and related responsibilities, as directed by Customer Service and Production Planning Manager. Will assume production planning responsibilities in the absence of the Customer Service and Production Planning Manager, acting as back up for all planning operations.

**Essential Duties and Responsibilities:** Includes the following. Other duties may be assigned.

### **PRODUCTION PLANNING**

1. Performs weekly detailed inventory analysis to determine production needs.
2. Plans and coordinates production priorities for Seasonal Herbs, Further Processed and Freeze Dried items.
3. Develops and prioritizes the production schedule which details all special product requirements (i.e., grade, input material) needed to meet customer requirements.
4. Verifies input material need and availability for all production requirements (i.e. ingredients, packaging) and directs Purchasing to procure the ingredients to meet production schedules.
5. Coordinates activities with all co-processors for freeze drying and irradiation needs.
6. Assumes production planning responsibilities, as needed, in Customer Service and Production Planning Manager's absence.
7. Provides administrative support to production planning process, including:
  - Creates Bills of Material, new product codes, sets up grade hierarchies, GTIN.
  - Maintains item number listing in time keeping system.
  - Maintains work order listings in databases and closes out work orders as they are completed. Prepares and distributes open work order report daily to track progress.

### **FORWARD WAREHOUSE PLANNING**

1. Performs weekly inventory replenishment analysis to determine warehouse replenishment needs and instructs appropriate personnel to forward deploy required products to maintain continuity in sales operations.
2. Plans, prioritizes and originates all outbound/inbound transfers of product between forward warehouses.
3. Coordinates transportation for all outbound/inbound transfer with truckload carriers. Posts and matches all transfers to outside distribution warehouses
4. Other duties as required.

### **Qualification Requirements and Preferences:**

- Must have a Bachelor's Degree in related discipline, preferably Operations Management.
- Minimum of 5 years of experience in Production Planning/Supply Chain role.
- APICS certification is highly desirable.
- Experience working in food processing/manufacturing preferred.
- Excellent Mathematics skills; numerical proficiency.
- Detail oriented.
- Able to communicate well and collaborate with all levels of staff and outside vendors.
- Proficiency with Microsoft Office Suite; ERP experience preferred.

We offer a competitive compensation and benefits package and a collaborative work environment. If interested, please send resume with salary history to: [hrrecruiting@supherbfarms.com](mailto:hrrecruiting@supherbfarms.com)

No relocation benefits offered.

AA M/F/D/V EOE