

Production Planner

An innovative international company in the Annapolis/Kent Island area seeks an experienced candidate with a manufacturing background to fill their **Production Planner** role. This full-time, on-site role, based in Stevensville, MD, supports the production, procurement, engineering, and sales teams to schedule projects to meet delivery dates while optimizing manufacturing resources. The position reports directly to the Chief Operating Officer (COO).

Duties and Responsibilities:

- Serves as the primary liaison with the Production, Sales, Engineering and Supply Chain Teams to meet or exceed delivery dates
- Utilizes and updates the ERP system and other business systems to establish a realistic production schedule based on customer orders, forecasted demand and inventory levels
- Integrates sales orders before planned order release and coordinates with the Supply Chain Team to review material planning requirements
- Coordinates and allocates production resources to best serve the company and customer demands
- Adjusts the schedule as needed to accommodate changes in customer demand, downtime or supply chain disruptions and advises appropriate staff as necessary
- Participate in forecast and planning meetings
- Other duties as assigned.

Education and Experience:

- BS in related field of study (business, operations, supply chain, industrial engineering, project management) or equivalent experience
- 3+ years of related work experience in a manufacturing environment preferred
- Proficiency in Microsoft Office Suite and software (Epicor Kinetic)
- Knowledge of ISO 9001 standards a plus
- Strong communication skills
- Analytical and problem-solving abilities

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Match, Performance Bonus, 13 paid vacations days, 5 paid sick days and 12 paid holidays.
- Growth opportunities are available