



Production Control Planner

Overview:

Geometrics, Inc., a world-leading developer and manufacturer of instruments and tools for measuring and analyzing geophysical structures and other complex systems, seeks a Production Control Planner for its San Jose, CA facility.

Position Overview:

Responsible for interpreting forecasts for dependent and independent demand on manufactured assemblies and subassemblies, generates and maintains weekly production schedules to meet shipping requirement and business plans. Plans and generates manufacturing work orders and parts kits based upon Customer Service, Manufacturing Forecast, and Customer Orders. Schedule specific production work for manufacturing or assembly jobs according to the master schedule. Modify production schedule as required due to process changes, capacity or material issues. Coordinate and expedite the flow of work and materials within or between departments according to production schedule. Duties include reviewing and distributing production work schedules; conferring with department supervisors to determine progress of work and completion status, compiling progress reports detailing schedule adherence status, inventory levels, and production constraints. This position will work closely with the Materials Department and the Production Team.

Major Responsibilities: Essential duties include the following:

- Work closely with production and materials managers to establish and track labor capacity and material availability for use in production scheduling.
- Establish and maintain weekly production schedule to achieve sales, finished goods, engineering and Customer Service product requirements.
- Establish and maintain manufacturing kit pick list to meet production schedule requirements.
- Ensure parts shortages are issued to kits in production in timely and controlled manner.
- Establish and maintain manageable number of kits on the production floor to meet sales, finished goods, engineering and Customer Service requirements.
- Generate appropriate reports and schedules including schedule adherence, material variance and others as required.
- Work closely with the Stockroom personnel regarding kits and parts, assist when needed
- Compile and prepare documentation related to production and shortages for sales/repair orders.
- Confer with buyers and production supervisor to coordinate production and shipping activities, and to resolve issues which may lead to schedule non-conformance.
- Perform other relevant duties as assigned.

Minimum 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.

- Minimum 4 -5 years' experience in electronics/electro-mechanical manufacturing materials positions with minimum two years **direct responsibility for production work order kitting and inventory control.**
- **Proficient with ERP/MRP systems** and applications, particularly as related to shop floor control and manufacturing work order management, planning, capacity management, BOM structures, ECO & MRB procedures.
- Ability to work closely with product and manufacturing engineering to effectively transition products and enhancements from engineering to manufacturing status.
- Ability to routinely and safely move objects weighing up to thirty-five pounds.
- Strong organizational skills with the ability to manage multiple projects in a deadline oriented environment.
- Advanced skills with standard computer applications, including MS Office and related systems.
- Excellent written and verbal communication skills and interpersonal skills.
- Minimum AS in business, electronic technology or equivalent. APICS certification recommended.
- Ability to work well across departmental lines, including technical and non-technical departments. Must interface with internal and external personnel at all levels
- Ability to learn quickly and to work with minimum direct supervision
- Ability to balance priorities in a multi-tasking environment
- Cloud Based ERP System experience recommended
- Rootstock knowledge a plus.

Helpful work habits:

- Ability to juggle many, often competing, priorities (flexible).
- High degree of reliability (accuracy and attendance) especially in pressure situations
- Strong organizational skills, an eye for detail
- Ability to apply commonsense understanding to carry out oral and written instructions.
- Ability to deal with and resolve problems

Physical requirements:

- While performing the duties of this job, the employee is regularly required to speak and hear. The employee frequently is required to sit and reach with hands and arms. The employee is required to stand and walk. The employee must lift and/or move up to 35 pounds.
- Data and Computer input for approximately 3- 6 hours throughout the day.

To apply, please send your resume and cover letter to: **careers@geometrics.com**, include your name and Plan19 in the subject line. At this time, Geometrics is not able to sponsor applicants for work visas.

This position requires access to export-controlled information and employment is contingent on obtaining U.S. Government export control authorization, to the extent required by law.

Geometrics is an EEO/AA Employer. Veterans/Disabled and other protected categories are encouraged to apply.

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