



Job Description Planner		MFI-JD-010	
		DATE 7-Dec-2022	REV NEW
		Sheet 1 of 2	

POSITION SUMMARY

The Planner's main task is to convert customer requirements and project estimates into manufacturing instructions, working closely with estimating, engineering, purchasing and production, and closes the process feedback loop at work order completion (shipping).

CLASSIFICATION/REPORTS TO

Non-Exempt

Reports to Sales Manager

TASKS AND DUTIES

- **Planning:** Analyze customer requirements and update/complete estimates with updated engineering data, routings or pricing. Obtain actual quotes from vendors. Create complete work orders and release to purchasing, engineering & production. Iterate on process as required to mitigate cost, LT or capacity constraints.
- **Estimating/Sales support:** Support estimators in pre-sale stages of projects as required, e.g. obtaining pre-liminary pricing, preparation of vendor RFQs, drawing analysis.
- **Engineering support:** Coordinate work order verification with engineering, perform engineering tasks as needed (e.g. dxf creation, shop dwgs, fixture design,...) in order to support work launch to production.
- **Project planning support:** Assist with work order project management setup: schedule and capacity plan, cost and quality controls.
- **Production support:** Update estimates as required to incorporate process feedback.
- **ERP/Scheduling Software:** help develop, implement, maintain and use operational scheduling tools
- **CRB/MRB:** Participate in CRB and MRB meetings as required. Lead CRB projects as needed.
- **LEAN:** Participates in 5S, 8 wastes, lean manufacturing initiatives, continual improvement and cost reduction activities.
- **QMS:** Support M&F's quality policy and the Quality Management System.
- **Housekeeping:** Keep a tidy work environment, support a clean shop and FOD policy.

EDUCATION/PHYSICAL REQUIREMENTS/SKILLS

- Minimum 1 year experience in an engineering, machinery or tooling manufacturing environment.
- Basic knowledge with Microsoft Office Tools such as Excel, Word, and PowerPoint.
- Mathematical ability
- Familiarity with ISO/AS9100 QMS
- Ability to read and interpret blueprints, CAD drawings and technical specs
- Experience with an ERP/MRP system and CAD/CAM software, preferably MasterCam or Solidworks.



<h1>Job Description Planner</h1>	MFI-JD-010	
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	Sheet 2 of 2	

PERFORMANCE EXPECTATIONS

- “Can Do” attitude
- Thorough and Accurate
- Eye for detail, perfectionist
- Work in a timely manner and prioritize
- Enthusiasm for teamwork
- Passion for machinery manufacturing
- Enjoy non-repetitive, fast paced environment
- Follow all company safety policies and procedures
- Discreet and protective of company and customer’s confidential information
- Take pride and celebrate our achievements
- Participate in improvement efforts

WORKING CONDITIONS

While performing the duties of this job, the employee may be exposed to fumes and/or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud. Safety glasses and steel-toed shoes are required in production areas.

SUGGESTED DAILY SCHEDULE

This is full-time position.

Hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m., 40 hours per week. Schedule can be adjusted with management approval.

Overtime may be required.