



JOB PLANNER

POSITION SUMMARY

Plan new jobs and edit existing jobs. Provides technical support to engineers during the design of manufacturing processes for an industrial plant. Assists in the development of layouts or floorplans, tests and troubleshoots equipment, and documents procedures with the goal of improving operations.

Primary Duties and Responsibilities

Other duties and responsibilities may be assigned

- Review Quotes
- Plan all incoming jobs
- Create new travelers and traveler releases
- Revise travelers
- Create prints and models using Solidworks
- Monitor special jobs through manufacturing
- Assist in SRD and RFI process
- Assist in Risk Management
- Assist the improvement of job processes
- Maintain a clean and efficient work environment
- Maintain high safety standards

Secondary Duties and Responsibilities

- Perform Job Costing
- Assist customer service

JOB QUALIFICATION REQUIREMENTS:

Minimum Qualifications

Proficiency in blue print reading, machine shop experience. Detail oriented.

Physical Demands

Remain sitting at a desk 85% of the time. Walk occasionally to other offices. Reach for and hold phone to speak to customers. Must be able to hear and speak to customers on phone.

Hearing Ability

Must be able to hear callers

Visual Acuity

Near acuity and accommodation are required to read work related material and purchase orders.



Working Conditions

Works in office environment approximately 80% or more during the working day. While on the shop floor, may be subject to:

- High levels of noise
- Physical hazards of moving equipment and machine parts
- Varying degrees in temperature

Requirements

- Communication skills (oral, business writing, and listening)
- Strong problem-solving skills
- Well-developed professional qualities (decisiveness, commitment, initiative, impact, energy and drive)
- Ability to communicate effectively to customers and people in all levels of the organization

Work Experience

Machine shop experience. Proficient at reading blue prints.

Equipment or Software

- ISS Shopkeeper
- Microsoft Office
- Solidworks 2018
- Adobe Illustrator

Education

- High School diploma or GED
- Some college desired
- Work experience as a machinist is beneficial

Measurements on Performance

- Attendance
- Leadership Ability
- Ability to learn new skills
- Ability to teach new skills