



BUILDING VALUE SINCE 1906

Position: Production Planner/Scheduler

Location: North Hollywood, California

Summary

This position is responsible for planning and scheduling production of assigned product lines in order to ensure that stock is replenished in quantities necessary to meet the demands of customer orders and/or to meet the production of "special" order items. Updates and maintains inventory levels based on demand and anticipated trends.

Job Responsibilities

- Manages assigned multi-division inventory using Single Source Planning software.
- Reviews inventory order report and places orders in a timely manner.
- Determines source of non-compliance for defective or unacceptable goods or services with quality control personnel, engineering, users, suppliers, and implements corrective action.
- Works with Accounts Payable to resolve pricing and quantity discrepancies on invoices.
- Maintains and monitors inventory levels. Recommends write-off of obsolete items. Recommends conversion of slower moving items.
- Responsible for accurate data elements of assigned items and Bills of Material files in the computer system.
- Responsible for coordination and implementation of Engineering Change Orders (ECOs).
- Schedules production hours necessary to meet established deadlines for shipping to customer or to replenish stock for standard product lines.
- "Level loads" the shop, prepares and releases work orders for production.
- Due to the nature of the position, the incumbent has daily contact with production personnel, Engineering, Purchasing, Customer Service, and Shipping & Receiving.

- Purchases material from suppliers as necessary. Responsible for ensuring that active purchase orders are complete and accurate at all times reflecting the latest requirements and terms and agreements in compliance with company supplier agreements.
- Reviews trends usage on assigned product lines and updates order points and economic order quantities on a regular basis.

Qualifications

- Two-year college degree (Bachelor's degree preferred)
- Three to Five years' experience of production planning in a Manufacturing environment or related field.
- Must be able to accurately input data into on-line order-entry system.
- Must have exceptional critical thinking ability.
- Must have intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook.
- Must be able to read blue prints and bill of materials.
- Certification in APICS production and inventory control preferred

About the company

Bobrick is a 100+ year-old global washroom accessory, partition, and child Accommodation Company headquartered in North Hollywood, CA with six manufacturing divisions across the United States, Canada and the United Kingdom, and trading relationships that extend into more than 100 markets worldwide. A leader in product innovation and manufacturing, Bobrick prides itself as a company that delivers best-in-class products and service, while fostering an environment of collaboration and continuous learning.

Bobrick's Culture

We view our culture as a competitive advantage and a foundation for continued success. Our positive and supportive culture encourages our people to do their best work every day. Bobrick respects work-life balance, has a strong commitment to employee development and attributes its success to four core values and their alignment with its employees, suppliers, sales representatives, distributors and other channel partners.