

JOB DESCRIPTION

PRODUCTION PLANNING MANAGER

Reports to: President or VP of Operations

Position Overview:

Creative Palette is expanding our operations and introducing a new role to bridge the gap between project design and physical execution. We are looking for a detail-oriented, proactive **Production Planner** responsible for planning, creating, and managing production schedules to ensure goods are manufactured efficiently, on time, and within budget.

This role is vital to ensuring a seamless transition to the production team by working collaboratively across front and back-of-house teams. As the first person to hold this position, you will be the primary architect of an accurate and efficient production schedule that balances our creative ambitions with our shop-floor capacity.

Key Responsibilities:**Production Feasibility & Technical Oversight**

- **Resource Mapping:** Maintain a deep, current knowledge of shop floor capabilities, including machine speeds, tool life, and specialized labor skills, to ensure jobs are assigned to the optimal work center and tracked within E2.
- **Continuous Process Improvement:** Collaborate with the production and estimating team to refine "standard times" and material usage for recurring jobs, ensuring the scheduling software accurately reflects real-world shop performance.

Strategic Scheduling & Routing

- **Monitor Performance:** Track production progress, identify bottlenecks, and adjust schedules to prevent delays.
- **Order Validation:** Review all incoming jobs to ensure order types are accurate and requested due dates are feasible within current capacity.
- **Routing Optimization:** Update and refine job routings. You will transition jobs from "generic" work centers to specific, "real" centers (e.g., specific CNC machines) to ensure the schedule reflects reality.
- **Communication:** Coordinate with cross-functional teams (e.g., project coordinators, purchasing, and production supervisors) to address issues.

Inventory & Resource Coordination

- **Sub-Assembly Forecasting:** Forecast the production of "make-to-stock" parts or sub-assemblies to prevent bottlenecks in final assembly.
- **Material Requirements:** Communicating with Purchasing confirming job requirements acquired.

Data Integrity & Analysis

- **Reporting:** Generate reports on production efficiency and schedule attainment for management.
- **Time Ticket Management:** Monitor and audit job time tickets. You will communicate with the people responsible to edit and correct entries to ensure labor costs and production speeds are captured accurately.
- **Performance Metrics:** Leverage E2 system to perform ongoing analysis of **On-Time Delivery (OTD)** rates to identify trends and areas for improvement.

Required Skills & Qualifications



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- **Experience:** Minimum of five (5) years in a production environment, specifically focused on production scheduling.
- **Technical Literacy:** Experience reviewing production files, artwork, and technical specifications to determine manufacturing requirements.
- **Software Proficiency:** Skilled in standard scheduling software (ERP/MRP) and productivity suites (Excel), Adobe Creative Suites.
- **The "Puzzle-Solver" Mindset:** Leverage E2 and specific job knowledge to and determine the most efficient, logical path forward.
- **Communication:** Strong interpersonal skills with the ability to translate complex schedules into actionable tasks for the team.
- **Flexibility** - Demonstrates a high degree of flexibility by rapidly adjusting production plans, reallocating resources, and shifting priorities in response to changing demands, timelines, and operational challenges while maintaining efficiency and quality standards.

Work Environment

- This position operates in both a professional office environment and a production environment.
- Presence on the shop floor is required to verify machine status and material staging.