

**PALL AEROPOWER CORPORATION  
NEW PORT RICHEY  
JOB POSTING**

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|----------------------|--------------------------|
| Job Title:           | <b>#3095 – PLANNER</b>   |
| Department:          | <b>#3114 - Centrisep</b> |
| Reports to:          | <b>Lance Lacombe</b>     |
| Shift:               | <b>FIRST</b>             |
| Class:               | <b>EXEMPT</b>            |
| Grade/Range Minimum: | <b>#37</b>               |

**EDUCATION/PRIOR EXPERIENCE REQUIREMENTS**

- Minimum two-year degree in business or related field or APICS certification required. Must have three years experience in master scheduling or five years in production planning within a manufacturing environment.
- Aerospace industry is preferred. Must have experience in an AS400 based MRP system with knowledge of MAPICS software preferred.
- Must be able to operate a PC. Knowledge of Lotus 1-2-3, Lotus Notes and Microsoft Word is preferred.

**GENERAL RESPONSIBILITIES**

- Insure the flow of material to customers using proper production control procedures.
- Oversees schedules for specific products, insures all shipment goals are met and acts as liaison between the customer, sales/contracts and manufacturing to insure customers needs are met.

**SPECIFIC RESPONSIBILITIES OR AREAS UNDER INCUMBENTS CONTROL**

- Manages, daily, the master schedule for a specific set of products.
- Assists PC Manager, sales/contracts and other internal support departments to develop a long range program plan which facilitates production, procurement, quality and shipment burdens.
- Directs analyzers, expeditors, stockroom and shipping personnel on daily priorities and customer needs.
- Assists PC Manager in setting quarterly shipment goals for product line and communicates weekly to management progress against the goal.
- Works with manufacturing, engineering and procurement to develop lead times and standard lot sizes, then monitors actual results and revises them accordingly.
- Chairs weekly production meetings and is responsible for communicating information necessary for the meeting.
- Responsible for maintaining inventory as determined by the Sr. Planner, PC Manager and Materials Manager with assistance from Accounting.

**GENERAL INFORMATION**

This job description in no way states or implies that these are the only duties to be performed. This position is required to follow any other instructions and to perform any other duties requested by the supervisor.

- Must have the ability to effectively communicate, giving clear and concise verbal and/or written instruction.
- This position is next in line for a Sr. Planner position.
- Must appear and maintain professionalism at all times.
- Will interface with key members of management and customers.

**PHYSICAL/MENTAL REQUIREMENTS**

Restrictions are limited only by the individual's inability to perform essential job duties and where an unsafe condition would result for the individual or surrounding employees.

- Must be able to work at a computer for prolonged periods of time.