



## **Job Description**

<b>Job Title</b>	Manager-Production Planning
<b>Department</b>	Production
<b>Reporting Relationship</b>	Plant Manager
<b># of Employees Supervised</b>	4-6

### **Job Summary**

Responsible for overseeing the planning and scheduling of packaging machines, party tray lines and retail lines at one or more processing facilities. The following roles will report to this manager: Raw Procurement, Planning/Scheduling, and Non-Perishable Procurement.

### **Primary Duties & Responsibilities**

- Oversee production planning and management activities within the organization
- Develop production plan, budget and timelines according to production specifications
- Determine production requirements based on plant capacity and production specifications
- Plan work flow and schedules for production departments
- Interact closely with the Sales, Shipping and Procurement Departments
- Monitor production status and ensure timely delivery
- Identify delays and accordingly adjust schedules to meet deadlines
- Assist in production risk assessment and mitigation activities
- Notify internal customers on any delays and outages
- Provide excellent customer service and ensure customer satisfaction
- Evaluate current production processes and recommend improvements
- Assist in new product development and enhancements
- Conduct daily meetings to keep track of production schedules
- Ensure that finished products meet quality standards and customer specifications
- Determine equipment, materials and manpower required to complete production
- Resolve production issues and escalate unresolved issues to management promptly
- Assist in employee hiring, training, performance evaluation, and retention and termination activities



## **Educational & Job Requirements**

- Bachelor's Degree or equivalent experience
- 5+ years of experience in production operations/planning. Fresh cut produce experience is preferred
- Previous supervisory or significant leadership experience
- Able to work under stress and tight deadlines
- Familiarity with JD Edwards is a plus
- Able to develop, coach, train and counsel others
- Able to interact effectively at all levels of the organization
- Excellent verbal, written, and interpersonal communication skills
- Excellent at problem solving and decision making skills
- Time management skills
- Strong computer skills including: Word, Excel, PP, Outlook
- Willing and able to work in a variety of conditions (field, plant, warehouse – hot, cold, dust, etc.).
- Bilingual (English/Spanish) is preferred.