

# **WE ARE HIRING**

## **Job Title: Production Planner**

### **1. JOB SUMMARY**

Production Planner will be responsible will be responsible for establish, control production schedule, material schedule, shipment schedule for projects assigned to make sure meets customer requirements while minimizing cycle times and effectively utilizing inventory.

### **2. ESSENTIAL DUTIES & RESPONSIBILITIES**

#### **❖ Operational:**

- Build production plan, implement to production and keep it up-to-date
- Coordinating with PM, SCM and Proc to build production plan and delivery plan.
- Publish production plan to department for executing, frequently update production plan.
- Assure production follow plan which was committed to customer.
- Leading a daily meeting with Production to update the production status and implement new update of plan if any.
- Release Work Order to production schedule.
- Build material plan and control material delivery plan in order to keep production going on.
- Run MRP to define material requirement and build material plan according to production plan.
- Release Purchase request.
- Control material purchasing via purchase request. Assure material expense is always under approved budget.
- Control yield lost is under acceptable limit.
- Organizing material review meeting to update material status.
- Supporting PM in quotation process.
- Generating CTB, defining production capacity, manpower, facility requirement for project execution.
- Proceeding the delivery according to schedule.
- Control and release shipping request for products.

#### **❖ Other:**

- Daily report about production status, material status, and status of proceeding production plan.
- Frequently report about material expense of project.
- Report about Inventory, Yeild lost, Labor efficiency when project is closed.

### **3. MINIMUM QUALIFICATIONS**

#### **1. Education:**

Bachelor of Engineering in Industrial Management, Industrial System Engineering or equivalent



## **2. Experience**

- 1 year experiences at planner position.

## **3. Knowledge & Skills**

- Effective verbal and written communication skills.
- A proactive thinker with attention to detail.
- Knowledge of Intuitive ERP, or other MRP/ERP systems.
- Good knowledge about BOM and Production Planning.
- Knowledge of configuration control.
- Strong planning, organizational skills and attention to detail are required.
- Team attitude; eager to cooperate with others, has exceptional interpersonal-communication skills.

*Please send your English CV via email: [lanhtpham@geservs.com](mailto:lanhtpham@geservs.com)*

*Or phone number: 0819946432 (Ms Lan)*