



POSITION DESCRIPTION

Position Title: Production Planner

Location: Watertown, CT

Reports To: Production Manager

FLSA: Exempt Non-Exempt

Date: January 2025

I. POSITION SUMMARY

This position develops and implements plans for organizing logistics and supplies, creating and overseeing master schedules and calendars, and monitoring inventory lists and supply orders. This position supports and is accountable for the Quality and Food Safety policies in place by the company.

II. ESSENTIAL POSITION RESULTS

- Monitors inventory and raw material levels for timely and accurate material requirements and inventory planning
- Evaluates inventory/stock and assigns a ready by date based on availability of production equipment, existing orders, when the customer requires the material, availability of raw materials needed and any special requirement that the customer may have. Assigns a ready by date and advises this date to the customer service member that initiated the lead time request so a ship date can be generated and conveyed to the end customer.
- Issues a batch sheet(s) to bring stock to a level that aligns with purchase order demand and minimum inventory expectations while meeting product specific lead time requirements to allow for sufficient time for testing, pre-ship samples, and delivery.
- Effectively use and enhance the tools to ensure finished goods are generated in a timely manner and aligned with shipping dates and or stock levels.
 - Daily Booked Orders: Autogenerated daily to represent orders entered by customer service from the prior business day. This report is reviewed daily by planning to ensure all new orders have been reviewed and addressed.
 - Macola is the main ERP system used by Koster Keunen and is the primary tool for any inventory movements, transactions and inquiries.
 - Other reporting platforms in place to represent data across the business and to support planning efforts through to production manufacturing and shipping.
- A pivotal role that connects and works daily with cross-functional teams:
 - Partners with customer service and sales teams to accommodate order requests, effective lead time planning and general finished goods availability.
 - Purchasing- work closely with purchasing/supply chain on raw materials needed for production including estimated ETAs and general inventory control.
 - Quality & Regulatory- General procedure change revisions and control. Ensure proper materials assigned in production of custom and standard formulations.
- Production- work closely with production management team on capacity, lead time

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procedures preparation, ship dates, and documentation/batch record control.

- Effective communications and support across the Company are an essential part of the role ensuring the teams are aligned and prioritized to produce and deliver high-quality materials on time. (Key member of daily stand-up meetings to proactively address delays and issues).
- Document Management:
 - Generates all production batch records, reviews batch records in process and post completion to ensure the records are complete and error free.
 - Makes production floor “Gemba” walks throughout the day to review in process documents for missed opportunities, works with front line production associates and production supervisors to make any needed corrections.
 - Document Errors and identify recommended improvements
 - Provide post reviewal of completed batch records to ensure the batch is closed and posted; delivered to quality expectations for final processing.
- KPI Monitoring:
 - Reviews data collected through document reviewal (records closed, errors, percentage of errors per day, KGs per day and comparison data for trends to be evaluated with Senior Management Team, as needed.
 - Reviews shipping data, On Time Delivery percentage monthly as well as total KGs shipped monthly and comparison data for trends to be evaluated with senior Management Team as needed.
 - Reviews several reports to monitor KPIs and daily/weekly monthly/annual data for reporting out and ongoing improvement purposes.

III. SUPERVISORY RESPONSIBILITIES

None.

IV. MINIMUM QUALIFICATIONS

Education, Certifications and /or licenses:

- Professional training in manufacturing related programs such as six sigma, ISO, or TQM.

Experience:

- A minimum of 5 years supervising others in a manufacturing environment.

Knowledge/Skills:

- Must be results oriented professional with excellent English verbal/written communication skills using diplomacy and discretion as well as the ability to communicate effectively.
- Ability to multi-task, work independently and/or within a team, strong attention to detail and meeting deadlines.
- Bilingual in Spanish a plus.



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V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand, walk, sit, and climb or balance. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VI. WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.

While performing the duties of this job the employee is regularly exposed to normal business office environment and occasionally exposed to a manufacturing environment. The ability to share workspace and dress in proper attire such as required PPE gear as necessary.

Company Purpose (Why We Exist):

To create a more sustainable world where we offer value for all stakeholders and contribute to a more equitable society.

Company Values (How We Work Together Every Day):

SAFETY – We are all responsible to keep each other safe and improve standards through ongoing training and learning.

QUALITY – We are dedicated to high-quality, reliable solutions that meet customer needs and exceed expectations.

RESPECT – We consistently work together with mutual care, open communication and honesty.

SERVICE – We are committed to integrity, excellence, and urgency in serving our customers and the communities where we operate.

INNOVATION – We aim to shape the future through ethical sourcing, and continuous improvements in research and manufacturing.

TEAMWORK – We empower team accountability by prioritizing the achievement of shared goals to drive strategic success.

SUCCESS – We acknowledge that success starts with each of us, enabling continued progress towards our shared purpose.

Employee/Applicant

Supervisor / Manager

Date