

Title: Associate Manufacturing Planner for Progressive Suspension

Reports to: Operations Manager and Purchasing Manager

Contact: Jacqui Cillino, jcillino@progressivesuspension.com

Overview:

Work in the exciting Power Sports arena as an Associate Planner at **Progressive Suspension**. We are seeking an enthusiastic individual to support the Manufacturing Planning department and some clerical functions for our purchasing department. You'll work with Operations and Purchasing team to optimize production planning, inventory acquisition and control. You'll work on a variety of tasks in a fast paced continuous improvement environment.

Skills and Requirements:

- Experience with Planning thru an ERP system.
- Skill in both verbal and written communication.
- Detail Oriented.
- Proficient in Microsoft Word and Excel.
- Self Motivated, Proactive.
- Process Improvement Oriented.
- Proven Skills in establishing and maintaining effective working relationships
- Ability to meet deadlines
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge of purchasing practices and procedures is a plus.

❖ Planning Job Responsibilities:

- Run MRP thru ERP System.
- Evaluate Monthly Job review (suggested work order release thru ERP system; Forecast & sales orders).
- Update Monthly Material shortage Report by using Trial Kitting.
- Initiate Deviation Requests.
- Update Planning Rules thru ERP System.
- Be a part of Analyzing man power (going forward utilize Capacity Planning thru ERP System).
- Confirm Daily WIP schedules to meet month end (consider part shortages).
- Release Machine Shop Work orders to support production.
- Print Work Orders and release to parts puller.
- Accurately status sales orders as needed (consider material shortage ETA'S).
- Expedite RUSH work orders thru production (communicate with shipping).
- Manage OSP Process (Confirm work orders and purchase orders).

- Be a part of accurately calculating Month End Total.
- Reconcile Month end work orders.
- Able to multitask and operate successfully in a fast environment.
- General clerical responsibilities.

- ❖ **PHYSICAL DEMANDS/ WORK ENVIRONMENT:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ❖ Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or Lifting as required filing documents or store materials throughout the workday. Proper lifting techniques required. May include lifting up to 25 pounds for files, computer printouts on occasion.
- ❖ The performance of this position may occasionally require exposure to the manufacturing areas where the use of personal protective equipment such as safety glasses with side shields and mandatory hearing protection is required. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Progressive Suspension, part of the MAG group of companies, is the largest aftermarket motorcycle suspension manufacturer in the United States as well as a supplier of suspension components to a number of domestic OE customers. By combining the use of the latest in design, rapid prototyping and testing equipment with a dedicated team of professionals, Progressive Suspension continues to stay at the forefront of innovation.