

Job Title: Production Planner/Buyer

Job Location: Berthoud, Colorado

Compensation: \$25 to \$30/Hour DOE, Plus Bonus, and Excellent Benefits

Sun Mountain Custom Doors, an industry leading manufacturer of custom wood doors and other architectural millwork products, is seeking a Production Planner/Buyer, working at the company's HQ/Factory location in Berthoud, Colorado (near Loveland).

This position is responsible for planning and scheduling customer orders in a complex low volume, high mix manufacturing environment. The Planner/Buyer will assist in the company's transition to a new custom product configuration system, and the resulting redesign of planning/scheduling methodology. The Planner/Buyer also completes some MRO and raw material purchasing activities for the company, assisting the Purchasing Manager in this work. This position reports to the Chief Operating Officer.

Essential Duties and Responsibilities:

Production Planning Duties

- Plans and schedules customer orders for the shop floor
- Collaborates across departments to determine manpower, equipment, and raw materials needed to complete production
- Prioritizes work orders and coordinates with operations to meet expected delivery timing
- Releases customer orders to production to achieve expected delivery timing
- Analyzes and adjusts production schedules when affected by changes in raw material and equipment availability
- Expedites customer orders, as needed
- Maintains promise dates on customer orders
- Achieves targeted lead times and on-time delivery to customers, while maintaining optimal inventory levels
- Works with quality, operations, and suppliers to resolve quality issues
- Manages customer returned goods (Return Material Authorizations, or RMAs)
- Interacts with Customer Service regularly in the completion of these duties

- Purchasing Duties
- Creates and releases MRO and raw material purchase orders to suppliers, as assigned
- Manages inventory levels for assigned raw materials
- Assists with physical inventories

Education and Experience:

- Bachelor's degree in manufacturing operations or a related field, or equivalent combination of education, training, and experience (minimum High School diploma or equivalent required)
- Production planning experience in a full-fledged manufacturing environment required (minimum two years)
- Experience in low volume, high mix manufacturing desired
- Working knowledge and hands-on experience with Enterprise Resource Planning (ERP) systems (experience with Infor Visual Manufacturing system a plus)

- Working knowledge of Material Requirements Planning (MRP)
- Purchasing/buying experience desired

Qualifications:

- Excellent PC skills with a working knowledge of the MS Office Suite (Word, Excel, Outlook)
- Strong organizational and problem-solving skills, with the ability to multi-task
- Strong attention to detail
- Excellent math skills
- Excellent communication skills

Only candidates meeting these requirements will be considered. Local northern Colorado area candidates only (within 30-minute commute of Loveland, Colorado). No relocation support offered.

Benefits:

Benefits include medical, dental, vision, life insurance, short term disability insurance, 401(k) with company match, paid leave, and paid holidays.

To Apply:

E-mail résumé and cover letter to careers@sunmountaindoor.com. No phone calls, please. No recruiters or outside agencies.