

PRODUCTION PLANNER

Empire Comfort Systems
Belleville, IL

We are seeking a qualified Production Planner to join the Manufacturing Team in Belleville, IL. The ideal candidate is an organized, results-driven problem solver with knowledge in production procedures and ways to optimize them. The Production Planner constantly strives to ensure the smooth and cost-efficient flow of Empire's production operations.

Responsibilities

- Coordinate production workflow for multiple projects
- Plan and prioritize operations to ensure maximum performance and minimum delay
- Determine manpower, equipment and raw materials needed to cover demand
- Schedule shift according to production needs
- Monitor jobs to ensure they will finish on time
- Address issues when they arise aiming for minimum disruption
- Obtain output information (number of finished products, percentage of defectives etc.)
- Prepare and submit status and performance reports
- Collaborate with quality control, warehouse and other staff

Skills/Qualifications

- Excellent knowledge of production planning and quality control principles
- Working knowledge of MS Office and ERP systems
- Understanding of math and statistics
- Strong organizational and problem-solving skills
- Excellent communication abilities
- Proven experience as a production planner preferred
- High school diploma; further education preferred

Benefits

- Health, vision, and dental insurance
- Life insurance
- 10 scheduled holidays
- Paid time off

Ready to Apply

Send a resume and cover letter to jobs@empirecomfort.com. Please include "Production Planner" in the email subject line.

