



You haven't experienced a company like Stylmark before! We are an employee-owned leader in designing and manufacturing finished fixtures and full solutions, including aluminum and steel, LED lighting, displays, showcases, fitting rooms, shelving and more.

Production Control Planning Analyst Job Description

The Production Control Planning Analyst assists in the scheduling of assigned product lines and ensures all manufactured and purchased parts are available for production to meet customer delivery requirements, in accordance with company policies and procedures.

Education/Training

Requires five to seven years of progressively responsible related experience. Previous experience working in a manufacturing facility is highly desirable. A college degree or specific formal training in the area of production planning is a plus.

Minimum of three years' experience using Infor's SyteLine Enterprise Resource Planning (ERP) system is preferred. Also need to be competent with Microsoft Office Suite applications (e.g. Excel, Word, Outlook, etc.).

Key Responsibilities

This list of duties and responsibilities is not all inclusive and may expanded as management deems necessary from time to time:

- Review the dispatch lists for upcoming assigned product line requirements. Develop the schedule of production to ensure on time customer delivery, working directly with manufacturing management to adjust plans, as required
- Acquire and/or schedule job orders, purchase order due dates and manufactured parts build dates. Assist with preparing job packets and releasing job orders to production
- Expedite any needed manufactured or purchased parts, contacting the applicable internal departments as needed, to ensure availability in line with production schedules
- Quote lead times as requested by internal team members and external client requests
- Assist with setting up items and planning parameters of Engineering Change Orders
- Act as a planning and scheduling technical resource to purchasing, manufacturing and other departments to coordinate efforts and to address and resolve inquiries and problems
- Aid in inventory management; review of all obsolete stocked products, initiate write off, manage new locations for inventory in production; maintain details in company ERP system
- Maintain awareness and follow-up on back order requirements; follow-up to ensure parts are shipped as soon as available
- Attend and actively participate in all scheduled meetings
- Follow and comply with all safety and work rules and regulations. Maintain departmental housekeeping standards
- Complete and maintain all required paperwork, records, documents, etc...
- Complete special projects and other duties as assigned

Sound like you?

We are an entrepreneurial, family-like environment where everyone's ideas matter and add value. We have fun, collaborate and learn from each other.

Stylmark offers a strong total compensation package including:

- Market competitive salary
- Employee Stock Ownership Plan
- Medical
- Dental
- Paid Time Off
- Holiday Pay
- Short Term Disability
- Long Term Disability
- 401(k) / Roth with Employer Match
- Underground, free parking

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Job Type: Full-time

Annual Wage*: 55,000 – 70,000

*Pay is dependent on skills and/or qualifications

Please submit cover letter/resume to: hr@stylmark.com