

Production Planner

The Company

Here at Encore Glass, we are dedicated to providing the best service and highest quality products in the industry. Forty years ago, we began sterilizing and recycling bottles for Northern California wineries (letting the bottles perform an 'encore'). As we learned more about the needs of the vintners we serve, we expanded to import and distribute glass and expanded to offer services like custom printed boxes, decorated bottles, and custom molds. Millions of cases later, we are still led by the same family and the same values for our customers and our employees.

We empower you to make decisions and seek out the information necessary to provide exceptional service to our customers. We are searching for a bilingual (Spanish/ English) candidate with previous production planning experience. The ideal candidate enjoys problem solving, is an analytical thinker, and great communicator (both verbal and written).

What you will be doing/The Role:

The Production Planner is responsible for monitoring short-term production schedules and mid to long-term production plans for glassware produced at partner manufacturer(s) located in Mexico. Working collaboratively with other members of the purchasing & planning team and partner manufacturers, the Production Planner will strive to optimize Encore procured production capacity to meet customer demand and requirements.

- With Purchasing/ Planning team, the Production Planner is responsible for developing, issuing, and executing three to six month rolling forecast for Mexico partner manufacturers. The Planner will input, issue, and update purchase orders that procure manufacturer production capacity.
- Responsible for daily communication of manufacturing issues that impact the completion of scheduled production. Develop and deploy weekly summary format to track and measure manufacturer performance to plan and make recommendations to address deviations from plan.
- With Demand Planner, optimize production capacity to accommodate bulk, content, and print-on-line customer orders to maintain service levels, meet customer requirements, and mitigate costs.
- With Procurement Agent and Demand Planner, review customer orders to determine preferred manufacturer (North American, China).
- Coordinate backhaul transportation movements between Encore and manufacturer.
- Act as a liaison between customer service, quality control, purchasing & planning, operations, sales, and manufacturer.
- Maintain, develop, and implement metrics and analytics to support the business requirements.
- Foster and cultivate collaboration between sales, customer service, and operations to provide best-in-industry customer service.
- Support senior management in strategic planning and decision-making.
- Other relevant tasks and duties as needed.

Why Encore?

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, and fun winter and summer activities!
- We are committed to employee development and growth – when you succeed we succeed!
- We offer a competitive base salary and benefits package with a generous 401k matching program.

- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

MINIMUM REQUIREMENTS:

- 2 plus years of production planning experience
- Bilingual in Spanish and English
- BS/BA preferred
- Excellent communication skills (written and verbal).
- Proficient with Microsoft Excel, Outlook, and Word.
- Highly analytical with advance problem solving abilities
- Self-motivated
- Customer focused
- Positive attitude
- Works well individually and as part of a team
- Organized
- A sense of humor – we have fun!

Encore Glass is an equal opportunity employer. For more information, please visit our website at www.encoreglass.com.

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements.