

## PRODUCTION PLANNING ADMINISTRATOR

Encore Glass is a fast-paced growing company in search for a Production Planning Administrator with exceptional analytical skills and a passion for detail. Here at Encore, we empower you to make decisions and seek out the information necessary to provide exceptional service to our internal and external customers. This is an interactive environment allowing you to liaise with different departments to get all of the information needed to assist in sourcing our glass.

Forty-four years in business and still strong, we offer stability and growth opportunities within the organization and a regional presence. Bottles when and where you need them anywhere in the world - we are your source for anything packaging.

### **What you will be doing/The Role:**

The Production Planning Administrator is responsible for the management of shipments of stock and all of the group administrative functions for China. Working collaboratively with other members of the Purchasing & Planning team and partner manufacturers, the Production Planning Administrator will strive to optimize Encore procured production capacity to meet customer demand and requirements.

- Review all new orders placed against stock for a given day in prior day summary report.
- Review MRP for all items with prior day stock activity and dispatch new stock to bring Encore back above minimum thresholds:
  - Forecasted inventory level in Fairfield or other DC must always remain above 60 day guidelines within 60 days.
    - Remedy all deficits by scheduling shipments (managed accordingly there will always be inventory for the Production Planning Administrator to ship even if that means shipping a portion of the stock after a future production date).
    - Maintain shipping schedule and prioritize shipments by urgency.
  - Forecasted combined DC and China inventories must remain above guidelines in entire period from 60 days through 6 months.
    - Maintain list of all production deficits for stock planner to remedy
- Monitor vendor inventory levels to bring under maximums as needed by scheduling additional shipments.
- Manage repositioning of inventory to outside warehousing in China.
- Review and approve China storage bills; work with Accounts Payable in the reconciliation process of invoices relating to inventory.
- Place all new purchase orders per direction of production planner/stock planner.
  - OMS bucket revisions to be completed after approval from production planner/stock planner.
- Ensure PO's are accepted and scheduled by vendors and moving accordingly through OMS buckets.
- Follow up with CSR's on expired and soon to be expired OA's.
- Review PO management exception report in OMS and resolve.
- Update PO's in Sage per Job-Off reports.

### **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:**

- Associate degree preferred.
- Some relatable experience (summer internship) preferred, but not necessary.
- Proficient with Microsoft Excel, Outlook, and Word.
- Excellent communication skills (written and verbal).
- Self-motivated, customer-focused & well organized

Encore Glass is an equal opportunity employer. For more information, please visit our website at [www.encoreglass.com](http://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.