

## **Production Planner/Scheduler**

We are looking for an analytical, self-motivated Production Planner/Scheduler with a strong business acumen to join our Production Planning team at our corporate headquarters in Fairfield, CA. This position will play an integral role in strategically managing our production of glass out of our supplier located in Mexico. It is critical you speak Spanish to communicate our needs. You will be required to think beyond the immediate scope of the day-to-day and look at the big picture of the company.

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. Forty-four years in business and still strong, we offer stability and growth opportunities within the organization and a regional presence. If you are passionate about details and finding solution-orientated results this is the position for you!

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:**

- Leads regular weekly scheduling internal meetings with purchasing and planning team; as well as external meetings with Supplier to ensure orders are on track and to develop and communicate back proactively action plans for problem orders.
- Team player with other planners with the objective of Capacity Balancing across Encore's supplier network.
- Plans for optimum inventory levels based on updated Safety Stock and Cycle Stocks. Reacts to unknowns to maintain Safety stock levels or bring them back in line as quickly and inexpensively as possible.
- Set up demand with Suppliers to allocation of capacity 18 months out.
- Follow up with suppliers the completion of orders so those can be ON TIME and IN FULL.
- Maintains an optimal workflow for the production, monitoring daily exceptions, analyzing data, and resolving routine issues in AccPac, Inventory spreadsheets, and all information tools related to production planning/purchasing.

### **MASTER SCHEDULING**

- Work within the limitations of vendor capacity, existing production schedules, minimum order quantities, color campaigns, varying lead times to ensure orders are on time, Encore always has stock of essential items, and the combined carrying cost and conversion cost of stock inventories necessary to achieve this goal is minimized.
- Maintain 90+ days of detailed scheduled production at each factory to achieve above goal.
- Prepare yearly manufacturing forecasts for each vendor and periodic rolling 12 month forecasts as needed. Ensure Encore has access to sufficient manufacturing capacity and the right mix of capacity to ensure all of its existing business is covered and can take advantage of new opportunities in the following 12 months.
- Mitigate risk of service shortfalls by prioritizing orders we do not have a suitable alternative or backup plan for. Ensure Plan "B" or alternate Production Planning options are thought through and ready to go in the event of an unexpected product change and/or downtime.
- Predict and proactively react to production schedule changes, unexpected sales, logistics issues, quality problems, and other unexpected circumstances. Minimize the impact felt by the unexpected.

### **DEMAND PLANNING / SALES & OPERATIONS PLANNING**

- Work with management to develop and implement a future-state SOP process in order to align with Encore practices.
- Solicit yearly and periodic sales forecasts from the sales team. Solicit signed orders for all forecasted needs with the sales team up until the next available production date for each item.
- Ensures data alignment and successful integration between vendor production schedules, Accpac, and various inventory sheets and information tools.
- Develop and implement information tools which communicate pertinent activity to functional partners on key topics: Forecast Accuracy, current inventory levels, future purchases, shipments, trends.

### **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.

### **MINIUM REQUIREMENTS**

- Bi-lingual in English and Spanish required
- Bachelor's degree required; Engineering or Economics majors preferred
- Advanced MS Excel required
- Intermediate understanding of databases, information systems, report writing
- Strong analytical skills and attention to detail a must
- Must be hands-on and have the ability to work independently and with a team.
- 0-2 years related Master Scheduling, Demand Planning experience in glass preferred
- MRP and/or ERP system knowledge & experience ideal
- APICS / ISM certification a plus
- Functional knowledge and proficiency in ERP/MRP systems, Master Scheduling, Capacity Planning, Detailed Scheduling, Demand Planning, Sales and Operations Planning (S&OP) is helpful

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.

### **Equal Opportunity**

All persons have equal employment opportunities with Encore Glass, regardless of their sex, race, color, age, religion, creed, sexual orientation, national origin or citizenship, ancestry, physical or mental disability, medical condition (cancer or genetic characteristics), marital status, gender (including gender identity or gender expression), familial status, military or veteran status, genetic information, pregnancy, childbirth, breastfeeding, or related conditions (or any other group or category within the framework of the applicable discrimination laws and regulations).