



JOB DESCRIPTION

Job Title: Hand-Worker Planner/Lead – Building “B”

Facility: Brooklyn Park

Department: Distribution

Reports to: Distribution Manager, Distribution Supervisors

SUMMARY

Provide superior Planning for ENPOINTE employees and temporary labor associates, which results in timely and accurate completion of projects, within budgeted limits.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Daily production schedule planning
 - Maintain the production schedule.
 - Create a daily production plan.
 - Plan for efficient production lines as needed, to maximize workflow.
 - Determine correct activity tracking (Regular handwork, Rework, Authors Alterations etc...).
 - Maintain reports - Utilize PrintStream data collection system.
 - Effectively communicate plans to the all shifts leadership, supervisor or manager.
- Materials management
 - Verify presence of inbound materials for upcoming jobs.
 - Acquire samples and sign offs for all jobs.
 - Monitor waste.
- Quality planning
 - Establish quality plans for all jobs.
 - Maintain quality reports.
 - Corrective action planning.
- Labor Planning
 - Plan staffing needs for all shifts to meet job completion requirements.
 - Communicate performance requirements (FTE equivalents).
 - Plan overtime when it is essential.
 - Monitor job completion and productivity vs. estimate.
 - Communicate estimate variances with the Estimating Manager and with the Distribution Manager.
- Provides backup for Distribution Supervisor and Distribution Manager as needed.
- Enforce company rules.
- Understand your role in the companies Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Ability to lift 50#.
- Good computer skills.
- Excellent math and reading aptitude.
- Ability to work independently.
- Leadership experience and/or skills.
- Excellent communication skills.

PHYSICAL REQUIREMENTS

- Constant sitting and repetitive motions.
- Frequent lifting 20lbs, and standing.
- Occasional pulling, pushing, bending, reaching, walking, kneeling, stooping, climbing stairs and ladders, operating mechanical equipment, and working on a computer.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)