



Flexible Packaging

October 2, 2020

Location: Ames, Iowa

Production Planner, Scheduler & Purchasing Manager

KiliperCorp.

The Kiliper Team, located in Ames, Iowa, is searching for a **Production Planner, Scheduler & Purchasing (PSP) Manager** to expand our growing operations. Kiliper Corp is a second generation, family owned business located in Ames, Iowa. For more than 25 years we have provided high quality flexible packaging products with low minimums to companies throughout North America. Our customers rave about our fully custom stretch sleeve and polybag solutions!

Planner, Scheduler & Purchasing Manager Role

This position consists of developing the product planning schedule as well as managing and purchasing all materials necessary for production. This individual is responsible for accurately monitoring and tracking raw material inventory, shelf life, order quantities and re-order triggers. Our goal is to optimize the plant's inventory turns and minimize inventory obsolescence where possible in addition to the balancing of productivity tradeoffs to achieve Kiliper's financial and service goals.

As a manager, this individual will also work closely with the Plant Manager and Leadership to identify supply problems related to schedule changes and monitors all bill of material information as needed on new or existing items. Lastly, this position will require the ability to plan and schedule using Excel while suggesting efficiencies and/or ERP software for the future.

This position requires attention to detail, organizing skills, teamwork, ability to learn new processes and procedures, dependable and clear and concise communications. Prior experience in planning, scheduling and purchasing in manufacturing and/or printing & converting is ***required***.

Scope for this Scheduling, Planning & Purchasing role is a small to medium sized facility with typically 50 or less employees and mid-level to high complexity. Kiliper strives to have the BEST quality product in the industry.

Primary responsibilities include the following:

- Understand customer requirements and manage all orders to ensure accuracy and timeliness
- Develop and communicate detailed production schedules for flexible packaging operations
- Provide input and analysis to assist in optimizing long-term planning strategy of operations
- Manage MRP parameters to ensure timely material purchase order creation and delivery to support schedules and to meet inventory management objectives

- Plan and execute meetings to ensure everyone understands the schedule by machine, order priority, and any material discrepancies or issues
- Verify all required materials have been received prior to the start of production
- Create and maintain “Master Sheet” for raw material, packaging and finished goods
- Interact with suppliers to communicate material needs and develop solutions to material supply issues
- Consider impact of scheduling decisions on shared resources throughout the plant (i.e. labor, equipment, tooling, etc.) and work with other personnel to resolve conflicts and improve productivity
- Track department production statistics on a daily, weekly, quarterly and annual basis
- Achieve or exceed Key Performance Indicators and Business Plan
- Manage process control initiatives by ensuring planning, scheduling and purchasing SOP's exist, and that they are sufficient for quality, safety, and process control
- Foster an environment of Continuous Improvement
- Effective, cost-efficient planning and utilization of manpower, materials and machinery.
- Drives a high-performance culture
- Excellent troubleshooter

EDUCATION & REQUIREMENTS

- ✓ Bachelor’s degree preferred
- ✓ 5+ years of planning, scheduling and material purchasing experience, preferably in flexible packaging
- ✓ 5+ years of relevant experience in a production environment
- ✓ Proven ability to lead and drive continuous improvement
- ✓ Demonstrated passion for safety and quality
- ✓ Strong written and verbal communication skills
- ✓ Highly motivated

To apply for this position please go to information@kilipercorp.com and submit your resume.

Job Details

- ✓ Full-Time
- ✓ Day Shift (On-Call for questions)