



Rantec Power Systems Inc.
Los Osos, California

Job Description

Job Title: Production Planning Associate

Date: May 2025

Department: Materials

FLSA Status: Non-Exempt

Reports To: Planning and Inventory Manager

Scope

The Production Planning Associate is responsible for the cost-effective planning, coordination, and monitoring of Rantec's product and materials through the manufacturing environment from inception to completion. The Planning Associate will work directly with Integrated Product Team Leaders and Production to maintain a production plan that aligns with sales plan commitments made to the organization.

Essential Duties and Responsibilities

- **Production Planning Duties:**
 - Analyze current WIP, Inventory Levels, and ERP actions to support the Master Production Schedule
 - Escalate areas of concern including material availability, production capacity, or test capacity to appropriate colleagues.
 - Modify/Update production plans based on input from purchasing and manufacturing while providing feedback to Integrated Production Team Leaders and Production Planning Analyst.
 - Provide planning input during production, change control board, or other meetings.
- **Production Control Duties:**
 - Manage the planning and scheduling of Orders to production utilizing Rantec's ERP software following batch quantities and serial number requirements
 - Printing Orders and releasing them to material handlers to be kitted.
 - Schedule Orders to support weekly, bi-weekly, or monthly demand to suit inventory levels and production capacity.
 - Establish Orders' priority and monitor Orders' flow through Rantec's various production channels.
 - Update Item's settings as required to best support production flow and ERP recommended release quantities.
- Ability to work flexible hours and/or different shifts, as required.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned

Qualifications/Requirements

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Requirements/Experience

- 3 years' experience in production planning in a high mix manufacturing environment preferred.
- Ability to develop and maintain planning solutions using industry standard tools and technology.
- Ability to successfully execute duties under pressure from deadlines.
- Excellent communication and organizational skills; ability to provide accurate concise management summary of status and information.
- Experience with MRP/ERP systems, Microsoft Office Suite, etc. preferred.

Physical Requirements

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors
- Moving between sitting, standing and walking
- Consistently lifting and handling up to 10 pounds and periodically lifting up to 25 pounds.
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction, if needed.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.