



Rantec Power Systems Inc.
Los Osos, California

Job Description

Title: Planning & Inventory Manager

Date: August 2024

Department: Materials

FLSA Status: Exempt

Reports To: Director of Materials

Scope

The Planning & Inventory Manager (PIM) will manage all planning and inventory functions utilizing Rantec Material Requirements Planning (MRP) software. The Manager will be responsible for reporting inventory and planning related metrics to leadership and will be tasked with the identification & implementation of continuous improvement projects to further improve inventory turns. He / She will be a key stakeholder in the mastery of Rantec's MRP/ERP, data analytics and reports required for all functions of the business and will lead efforts involving upgrades to and/or migration to a new MRP/ERP system.

Essential Duties and Responsibilities

Master Production Schedule:

- Accountable for developing and maintaining the MPS (Master Production Schedule) in MRP that balances production planning for on-time deliveries amongst long term sustained production programs, build to order programs, book & ship orders, and new product development programs
- Determine production requirements based on plant capacity
- Supervise the planning and scheduling of Work Orders (WO) in MRP
- Produce, maintain and status parts shortage reports
- Identify delays and adjust schedules to ensure timely customer delivery
- Collaborate with Purchasing & Engineering on planning new product development
- Responsible for communication across company relative to sales requirements and sales plan

Inventory Management:

- Accountable for optimizing cycle counting process, inventory turns, and storage locations
- Oversee management of Vendor Managed and Customer Furnished Inventory
- Consider daily product and supply levels to anticipate inventory problems or shortages
- Analyze customer forecast and purchase patterns to optimize inventory planning
- Manage annual physical inventory / inventory audit with outside auditors

MRP / ERP:

- Support current MRP (Material Requirements Planning) system and planning tools
- Vital user of MRP and system reporting; able to create / modify existing Crystal Reports as necessary
- Key stakeholder / leader of any future MRP selection and implementation

Organizational Development:

- Ensure that the Planning and Inventory group is properly staffed with qualified, motivated individuals who can support the company's needs
- Strengthen the communication and engagement of the staff and their ability to support each other and other functions of the business
- Ensure processes are documented and personnel are cross trained in functions such that no single point of knowledge exists

General

- Identify and implement continuous improvement projects (5S, Lean, etc.)
- Work within a Multi-Site operation
- Develop standard operation procedures
- Proven experience managing and reporting metrics
- 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

Personality & Character:

The ideal candidate will have most of the following traits:

- Robust analytic and software skills
- Capable communicator and strong listener.
- Hands-on approach to leading a team with willingness to coach and mentor.
- People management skills: The ability to motivate people and make decisions on how best to manage them.
- Superior written and verbal communications, decision making, problem-solving, and organizational skills essential.
- Committed life-long learner who enjoys gaining knowledge.
- Extremely high integrity.
- Strong problem-solving skills.

Qualification 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.

Education and Experience

- Bachelor's degree from accredited university required. Engineering, Supply Chain or Technical major is preferred. Master's degree or MBA is a plus
- 10 years of relevant work experience preferred in a manufacturing environment and currently managing in a similar capacity.
- 10 years of supervisory experience preferred.
- Solid knowledge of data analysis, inventory management and forecast techniques
- Knowledge of Materials Requirement Planning (MRP), Microsoft Office Suite (Word, Excel, etc.)
- Candidate will be able to maintain organization in a fast-paced manufacturing environment
- APICS CPIM and/or CSCP certifications a plus

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, to perform hand soldering and wiring of assemblies.

Employee signature below constitutes the employees understanding of the requirements, essential functions and duties of the position.

EMPLOYEE NAME (PRINTED): _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

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 beliefs.