



## Material Planner

### JOB DESCRIPTION

**Job ID#:** 2020-09A  
**Regular/Temp:** Regular Employee  
**Full-Time/Part-Time:** Full-Time  
**Submit Reply and Resume to:** [CMEHR@custom-mfg-eng.com](mailto:CMEHR@custom-mfg-eng.com)

1<sup>st</sup> Step of candidacy requires **completion** of an online assessment: <https://assess.predictiveindex.com/VL8MO>

**Job Summary:** We have a challenging opportunity in sunny Florida for the right person to become our Material Planner to provide support to Operations (Manufacturing & Engineering) initiatives to expand CME's products & services, impact revenues, and eliminating costs/waste to increase profitability & competitiveness.

**This job focuses on producing high quality, detailed work based on established standards, guidelines and procedures. Precise, consistent work output is essential requiring patience and a willingness to handle multiple-issues in a short time period.** Job knowledge and competency is built through structured step-by-step training and positive, supportive coaching from management and peers. Communication with others is based on knowledge of job routines and procedures. This job entails consistent, error free work based on defined key measurables of job performance success.

### DUTIES AND RESPONSIBILITIES

- **Manage Production Flow**—Ensure the steady flow of materials necessary for operating a manufacturing line. Because manufacturers have limited storage space for raw materials, planners make sure there's adequate supply without over-ordering or wasting resources.
- **Ensure Product Supply**—Manage the supply of products to customers, making sure there are adequate materials to ensure steady production and product delivery to customers. They monitor materials flow to identify bottlenecks and forecast problems.
- **Maintain Inventory**—Observe trends and customer requests to create and maintain inventory schedules. Keeping track of production volume and purchasing expectations helps material planners make sure the right number of products and manufacturing materials is always available.
- **Track Material Shipments**—Organizing and scheduling customer deliveries is the material planner's responsibility. They sometimes also process customer shipment inquiries or complaints and schedule changes or cancellations for shipment orders.
- **Communication with Other Departments**—Act as liaisons between manufacturing and other departments. They receive project plans and additional information to determine timelines and necessary materials. They also work to coordinate supplier payments with the accounting department.
- Works independently to solve problems bringing solution options for issue resolution.
- Strong Time Management and Self-Management Skills
- Strong Oral and Written Communication Skills
- Good PC Skills, especially with MS Word and MS Excel

- Experience with ERP/MRP; experience with parts management modules preferred but not required
- Ability to Multi-Task and Meet Deadlines.

## **JOB QUALIFICATIONS**

- **You must take this simple two-part assessment before applying for the position:**  
<https://assess.predictiveindex.com/VL8MO>
- Ability to read drawings/schematics.
- Proven Knowledge & Experience Using Microsoft Office programs (Excel, Word, PowerPoint, Outlook, Windows 7/8/10).
- A fast learner and good listener.
- Materials or estimating experience.
- Knowledge of Shipping & Receiving—plan & verify incoming/outgoing shipments.
- Knowledge of Manufacturing Process—managing supply of materials for inventory & usage.
- Critical Thinking—clearly and rationally think about every task at hand, working independently to review logistics, analyze situations, and active engagement in problem solving creating innovative solutions (win-wins for all).
- Time Management—A proven ability to organize and effectively manage multiple projects and deadlines adhering to tight schedules and meetings Operations'/Company Goals.
- Very strong written and oral communications skills with an orientation toward superior customer service with both internal and external customers.
- Ability to work independently *and* collaborate with teams.
- Organizational Skills—coordinating multiple parts ensuring on-going assembly of product runs smoothly and at an efficient rate.
- Enthusiasm for CME's clients (internal & external) and their missions.

## **MINIMUM REQUIREMENTS NEEDED:**

- **3-5 years of experience with at least two (2) years of specialized training or electronics or manufacturing experience.**
- **AA/AS degree (trade or tech school) or High School Diploma/GED with at least three (3) years of specialized training or supply chain management experience; preferably Bachelor's Degree from an Accredited College/University.**
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.
- **Successfully Pass: Background, Reference, & Credit Checks as well as Drug Test.**

## **Position Detail:**

Our growing company is seeking a Master Planner and Scheduler. The Master Planner is essential part of the manufacturing team ensuring the flow of materials necessary for manufacturing operations. Planners ensure that CME never runs out of necessary manufacturing materials. This position will report to the Director of Operations and will be responsible for all aspects of material planning, scheduling orders and managing shop papers throughout the manufacturing process, while maintaining minimal inventory levels.

**Travel Percentage Required:** None expected. 0% - 5%

An award winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. ([www.custom-mfg-eng.com](http://www.custom-mfg-eng.com)).

***CME is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.***

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa. For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.***

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**Removal Date:** 31-March-2020