



Position: Planner

Reports to: Program Manager

Position Summary:

Stoddard International, a leader in build-to-print Composites Manufacturing since 1989, is currently in need of a Manufacturing Planner. The Planner is responsible for planning for procurement of raw materials, scheduling production, and coordinating logistics to meet customer demand for composite aircraft parts.

Skills and Abilities:

- **Bill of Material (BOM):** Create and maintain Bill of Materials. Load material requirements into MRP system.
- **Planning/Work orders:** Create and maintain manufacturing plans, travelers and static plans that guide in the production of parts to the proper engineering data. This includes responding to the “suggested makes” in a timely manner and the issuance of tool work orders. Revise work orders to include actual material usage.
- **Schedule:** Review capacity, and schedule work orders in a manner that minimizes inventory but meets promised deliveries.
- **Engineering Review/change board:** review all engineering revisions and note impact on change board.
- **Issue work orders:** Print/copy and maintain W/Os for production when needed.
- **Team Communication** – all requirements for engineering data through contracts, any special processes or materials that might have been missed at quote through PM.
- Other duties as assigned.

Minimum Qualifications include:

- Strong Blueprint reading skills, familiarity with engineering specifications.
- Knowledge of internal processes and MRP systems.
- Good computer skills.
- Must be 18+ years
- Must have reliable transportation.
- Work in a fast-paced environment.
- Ability to follow policy and procedure.
- Team player; willing to work with others.
- Ability to work overtime as needed, including weekends.

Work Environment:

The Planner typically works in an office environment located on the second story of a manufacturing facility. While the position is typically primarily sedentary, it may require the individual to consult with production team members on the factory floor. During those times, the individual may be exposed to fumes or airborne particles, toxic or caustic chemicals. The noise level in the office work environment low. The noise level in the facility itself is high.

Physical Conditions:

This position requires the physical ability to walk, and to climb stairs. It requires the ability to utilize a computer, keyboard, and mouse and to grasp, hold, and manipulate typical office materials. Must have visual acuity to determine the accuracy and thoroughness of the work assigned.

Benefits:

- Paid Vacation, Sick, and 7 Holidays/Yr
- Employer Paid Medical, Dental, Vision, Life Insurance for Employees
- IRA Contribution Match Program
- Weekly Employer Hosted Lunches for Employees, and 2 Annual Parties/Year
- Typical business hours: M-F 6am-2:30pm

Compensation:

\$22-\$30/Hour Salary DOE

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