



## POSITION AVAILABLE

**Job Title:** Scheduling, Logistics & Planning Coordinator  
**Department:** Administration  
**Reports to:** Plant Controller  
**Shift:** 1<sup>st</sup> Shift (and other hours as needed)  
**FLSA Status:** Non-Exempt Salary, Non-Union

### SUMMARY

This position is responsible for the coordination of all planning, scheduling, material management, inventory management, and transportation of product. This position will ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest level of safety, quality, and productivity.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

- Schedules all production in Packing, Mill/Temper, Mix Plant, and Feed to satisfy customer orders while maintaining the highest level of safety, quality, and cost effectiveness.
- Schedules bulk loads and coordinates transportation of all loads.
- Analyzes internal and external customer requirements and schedules appropriate production to achieve expectations.
- Completes root cause analysis at it relates to scheduling and shipping issues.
- Communicates information within the organization to Plant Management, Sales/Customer Service, and Dispatch concerning status of meeting obligations or other issues that would impact customer satisfaction.
- Analyze inventory levels and product demands to determine optimal inventory levels of packaging components, ingredients, and finished goods.
- Reconciles finished product for warehouse.
- Coordinates all flour tickets and distributes appropriately for invoicing.
- Inputs receipt of all inter-mill transfers.

**QUALIFICATIONS** *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.*



## **EDUCATION and EXPERIENCE**

Required:

- Associate's Degree in Business, Accounting or similar field or similar experience
- Expertise in Microsoft Applications (Outlook, Word, Access and Excel)
- Demonstrated effective oral and written communications is critical
- Must be proficient in time management and be able to effectively multi-task

Preferred:

- Previous production scheduling experience
- Previous inventory and purchasing experience
- Experience with an MRP system and ERP system

## **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables at any given time.

## **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit, use hands to figure, handle, or feel; reach with hands and arms; and talk and hear. Employee is occasionally required to stand, walk, climb or balance, and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

## **WORK ENVIRONMENT:**

The work environment is essentially an office setting. However, frequent contact with operational aspects of the plant site is essential. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

## **FOOD SAFETY / SECURITY REQUIREMENTS:**

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of their work environment so they may prevent any accidental or intentional adulteration of products produced at this facility.

## **SAFETY:**

While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety. It is the expectation and responsibility of the employee to report any and all injuries immediately to the supervisor, and to report to supervision any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.