

JOB POSTING

Job Title: **SUPPLY CHAIN SENIOR PLANNER**
Department: Production/SCP
Reports to: Production Manager & Up
Salary Range: Depending on Experience
Date of Posting: January 26, 2010

Job Duties:

Duties include, but are not limited to:

- Performing supply chain planning for assigned dietary supplement products to meet customer service goals and meet production requirements;
- Performing finished goods inventory planning, management and reporting;
- Overseeing finished goods expiry dates to minimize non-saleable inventory;
- Partnering with other departments including Forecasting, Customer Service, R&D, Quality Assurance/Control, Marketing in resolving issues impacting areas of responsibility;
- Managing long term planning for strategic suppliers and participating in supplier capacity reviews;
- Supporting sourcing and procurement needs driven by new product development programs; R&D and QA.
- Performs any other related duties delegated by supervisor/s.

Job Requirements:

- Must have over five (5) years of production planning experience [dietary supplements or related industry preferred]
- Bachelor's Degree is required.
- Must have MRP/DRP/ERP experience
- Must have ability to multi-task
- Must be highly motivated, team-oriented and have strong interpersonal skills
- Must be proficient in MS Office, particularly Word, Outlook and Excel
- Must have leadership skills and be able to run meetings
- Must have strong written and oral skills and be able to effectively present information to peers and upper management
- Must be able to define problems, collect data, establish facts and recommend corrective actions.

Job Status:

Full-Time / Exempt Status

Benefits: Full health, dental, 401K, twice a week paid lunch, disability and life insurance, chiropractor/acupuncture, 25% off most products currently sold by company

Schedule:

TBD