



**Job Posting
Production Planner
10/03/2017**

Jobs with Purpose

Eastern Carolina Vocational Center Inc. has an opening for a **Production Planner** in the Materials Management/Inventory Department. This position is primarily responsible for the coordination of workflow and materials within or between departments according to daily and weekly production schedules.

The ideal candidate will be able to:

- Create production schedule and prioritize job-orders balancing mission and business needs
- Maintain production schedules, progress reports, records, inventory detail, material usage, and other reports as required by leadership with a strong attention to detail and accuracy
- Collaborate with Production, Engineering, and Programs on staffing needs
- Utilize data analysis and decision making tools to support raw material supply and finished goods demand
- Interact with production managers on a daily basis to assess progress and to resolve issues requiring changes in schedule utilizing strong problem-solving and decision-making skills
- Maintain a positive working relationship with internal and external customers
- Take an active role in achieving departmental and organizational safety, quality, and production goals
- Act as an advocate for continuous improvement in areas of cost reduction, processes, quality, and productivity
- Demonstrate excellent oral and written communication skills, including ability to present current and historical data in a concise manner

Education and Experience:

- Bachelor of Science in Business, Supply Chain Management, Accounting, or related required
- 1 year of experience in a manufacturing environment required
- 1 year of ERP system experience preferred

For consideration, please visit www.ecvcinc.com/careers-ecvc, send resumes via fax to 252-830-1260, email: ebrooks@ecvcinc.com, or mail to Attention: Personnel, ECVC, 2100 N. Greene Street, Greenville NC 27834. Open until filled.

800.758.4188 | 2100 N. Greene Street
252.758.4188 | PO Box 1686
FAX 252.830.1260 | Greenville, NC 27834