



## **Production Control / Warehouse Manager (Classification: Non Exempt)**

**Position Summary:** Responsible for establishing, coordinating, and executing the Master Production Schedule (MPS) and corresponding Material Requirements Planning (MRP) activities including buying and planning materials for multiple work centers. Leads discussions with Product Managers and intercompany planners to provide scheduled due dates to meet customer demand in a MTS and MTO environment. Oversee production admin support, warehouse staff and activities including inventory management and control.

### **Responsibilities:**

- **Quality:** Work with suppliers and contractors to assure raw materials are delivered in a manner that preserves product quality and integrity. Initiate and manage supplier corrective actions for non-conforming materials. Assess RM replacement needs resulting from a production related NCMR.
- **Communication:** Establish and maintain positive relationships with co-workers, supervisors, and managers by communicating in a respectful and professional manner. Work with many employees both within production and in other areas, including but not limited to QC, R&D, Maintenance, Sales, Customer Service, Shipping/receiving, HR, and financial and office staff. Work to partner with suppliers to provide quality goods in a timely manner.
- **Planning:** Coordinate projected demand with product managers and intercompany planners to establish the MPS. Monitor raw material delays and equipment efficiencies to minimize schedule disruptions. Provide scheduled ship dates for customer service and sales personnel for products and proactively communicate delays or changes to customer ship dates. Prepare work orders and shop packets as required. Verify, correct, close and analyze work orders to assess variances and provide production with opportunities for improvement.
- **Purchasing:** Use MRP and other inventory management tools to assess materials and supplies required to meet production customer demand. Release purchase orders to produce products and meet scheduled ship dates. Work with suppliers to ensure cost effective sourcing to meet customer quality and traceability expectations, including but not limited to contract enforcement, monitoring vendor managed inventory (VMI) programs and assimilate new suppliers and/or raw materials.
- **Warehousing:** Lead and direct activities of the warehouse supervisor to maintain receiving, warehousing, and distribution operations while managing inventory levels through perpetual and annual counts. Assure compliance to GMP and food safety practices in a highly regulated environment focused on initiating protocols designed to safeguard materials.

### **Qualifications / Experience / Skills:**

- BS Degree or equivalent experience required
- 5+ years supervisory or managerial experience in materials, planning or logistics required
- Excellent leadership skills, including ability to set goals, motivate people and manage conflict
- Effective communication skills both verbal and written
- Strong math and analytical skills
- Ability to multi-task and work in an organized manner
- Familiar with Microsoft applications (Word, Excel, PowerPoint)
- Self-motivated and ability to work without direct supervision

To apply please email resume to Laura Barnett at [lbarnett@gusmerenterprises.com](mailto:lbarnett@gusmerenterprises.com)