May 8, 2017

Department
Machine Shop

Job Title
Production Planning Assistant

Reports To
Director of Manufacturing

Summary

The Production Planning Assistant works directly with the Director of Manufacturing, collecting shop floor downtime data daily from the first and second shift, and using existing Excel spreadsheets, enters that data for purpose of maintaining performance metrics. The candidate will also maintain in-process workflow monitoring on all open sales orders. Other responsibilities of the Production Planning Assistant will be to maintain a daily work schedule for the shop floor personnel, including daily labor hour tracking and work order cost rolling at the end of the production cycle.

To perform this job successfully, the candidate must have intermediate to advanced knowledge of Microsoft Excel, working knowledge of Microsoft Office, (which includes Outlook, Word, and PowerPoint), and data entry experience. Quantum MRO, Manufacturing, and Logistics Software solutions knowledge is a plus.

Key Functions

- Assists in expediting, prioritizing work orders and coordinating/supporting daily production schedule meetings.
- Assists in the analysis of sales order releases with respect to weekly capacity planning.
- Interfaces with manufacturing personnel, purchasing personnel etc., on material status and production planning issues
- Assists in capacity analysis by specific work center.
- Provides other support to production and management as required.
- Generates reports weekly utilizing Microsoft Office products.

Professional Attributes

- Strong communicator, excellent English language skills
- Exceptional organizational skills required
- Must be able assist in production planning and to prepare reports
• Meets productivity standards; Strives to increase productivity; Completes tasks correctly and on time; Uses time efficiently; Aligns work with strategic goals; Looks for ways to improve and promote quality

• Acts Ethically and with Integrity

• Must be able to operate successfully in a fast paced, professional, and highly skilled work environment that is team oriented to deliver on detailed and fixed contractual requirements.

**Education**

• Minimum high school diploma or equivalent with at least two years of relevant work experience. Bachelor’s degree preferred with an emphasis on Business Management and/or production planning.

**Work Authorization**

• Citizen of the United States of America
• Drug screening and criminal background checks required

**ABOUT US**

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