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**Job Title:** Production Planner  
**Department:** Supply Chain- Power  
**Location:** Hackettstown, NJ

**Position Summary:**

Astrodyne TDI is looking for a Planner who is a hands-on, detail-oriented individual who has involvement with all aspects of Planning and Inventory Control. This is an ideal role for candidates looking for an opportunity to lead and manage all aspects of Planning and Inventory Control functions including development and implementation of robust processes utilizing lean principles. The ideal candidate will demonstrate strong written, communication, organizational, teamwork and interpersonal skills while continuing to ensure that customer delivery requirements are met without compromising safety or quality.

**Job Responsibilities:**

- Create and maintain production, work, and shipment schedules and prioritize job orders for production optimization.
- Follow-up as required with all teams to expedite flow of materials and documents to meet production schedule and customer expectation.
- Complete status reports and data analysis to review and evaluate production progress, work in process, and raw material inventory and finished goods demand.
- Interact with shop floor management on a daily basis to resolve issues regarding manufacturing efficiencies or to provide additional information as requested from Manufacturing, Customer Service and Program Management.
- Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.
- Confer with department supervisors to determine progress of work and completion dates; inventory levels, and solving production problems.

**Qualifications:**

- Bachelor's degree in Supply Chain, Supply Chain Management, Engineering, or a related field OR equivalent experience and evidence of exceptional ability.
- Understanding of ERP system and Microsoft Office products; strong computer skills.
- 0-3 years previous planning experience a plus
- Strong decision-making and problem-solving skills

**Skills and Experience:**

- Advanced MS Excel skills required
- Strong analytical and problem solving skills
- Excellent written and verbal communication skills
- Must be able to work in a fast-paced environment
- Must have outstanding organizational skills and a proven ability to manage projects and work schedule to meet multiple deadlines and expectations

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- Good follow-through skills with a strong sense of urgency required
  - Demonstrate leadership ability for future job growth
  - Knowledge and understanding of Supply Chain concepts

**Due to Military affiliations, we are unable to sponsor candidates who require a Visa. Candidates MUST be a US Citizen or a Permanent Resident/Green Card Holder.**

To apply, please email your resume to [Lindsay.Finnigan@astrodynetdi.com](mailto:Lindsay.Finnigan@astrodynetdi.com) or [Beth.Chaplin@astrodynetdi.com](mailto:Beth.Chaplin@astrodynetdi.com)