



JOB DESCRIPTION

Job Title: Production Control Manager
Reports To: Plant Manager
Prepared By: JoEllen Frederick
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The information on this job description indicates only the general nature and level of work performed by personnel assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and qualifications required of personnel so classified. Minor changes in work assignment will not necessitate revision of this document.

General Function:

The Production Control Manager is responsible for the management of the various planning, control, warehouse, and order fulfillment functions across the plant(s). Overall objective of the Production Control Manager is to effectively control the flow of materials through the plant, integrate various planning and ERP systems, to provide accurate information, to ensure effective material control and continuous improvement in plant performance in meeting the objectives and needs of its customers and shareholders.

Essential Responsibilities & Duties:

- Monitors and supports progress of production orders of the plant through daily, weekly and monthly utilizing statistical models.
- Responsible for maintaining raw material, intermediate, and finished good stock levels consistent with business requirements utilizing various lean practices while meeting agreed working capital targets.
- Responsible for plant Logistics operations (Shipping, Receiving, and Warehouse) making sure all shipments are managed effectively through the use of DMP controls and polices in accordance with customer expectations and all receipts comply with DMP financial standards and polices.
- Monitor and support customer shipment requirements for the plant to improve customer satisfaction while increasing service efficiencies.
- Support customer service roles for all domestic/international orders shipping to affiliate locations and third party customers.
- Work closely with the Corporate Demand Planning Manager, Logistics, Purchasing as well as ERP/Planning and CSR groups.
- Manage and support operating expenses and departmental costs.
- Comply with safety, hazardous material handling and storage, and other regulatory requirements and internal procedures affecting material control operations at each DMP site.
- Responsible for inventory control, inventory levels, and execution of cycle counting, monthly and annual inventory.

- Oversee production planning while utilizing appropriate tools and analysis to ensure smooth production output for the plant.
- Collaboration with Corporate purchasing function to ensure all required raw materials are available to meet production requirements and meet all quality standards.
- Support established logistics policy & agreements, including mode, carrier and logistics supplier agreements that benefit the overall business.
- Proactively and effectively participate in the continuous improvement.
- Support and follow all EHS procedures and policies.
- Responsible for plant MRO purchasing activities.

Qualifications and Competencies:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, behaviors and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA/BS, Bachelor's degree in Supply Chain or equivalent.
- Certification in Production and Inventory Management "CPIM" (APICS)
- Three to five year experience in materials and inventory planning, process of planning/scheduling, metrics, ERP outputs and managing projects, detail capacity planning, detailed capacity management, and excess inventory management
- Supports and partners with suppliers, sales, purchasing, finance and operations
- Competent with computer software; establish business processes in maintaining demand & supply planning systems
- Strong Microsoft Excel, Microsoft Project, and MS Access user is required
- Ability to supervise and lead employees to ensure high levels of performance in a team environment working through a matrix management structure
- Strong experience with ERP systems and planning tools
- Results driven with effective written and oral communication skills at all levels and interacts with internal & external business partners at all levels.
- Flexibility to handle multiple tasks including ability to handle
- Prior experience with Kanban and other lean manufacturing scheduling processes required.
- Operates with high integrity; builds trust, quickly wins and sustains credibility in relationship with others