

Sauna & Steam Production Planner

Summary

Coordinate with Sales, Materials and Manufacturing to create, schedule, and close manufacturing orders. Schedule manufacturing orders in coordination with site Production Manager and Sales Management, properly planning for growth of the business and in accordance with corporate objectives. Work with Sales and Materials Department to ensure proper material flow according to the sales and manufacturing orders. Work directly with the Production Manager to coordinate schedules and maintain targeted production lead times.

ESSENTIAL JOB FUNCTIONS:

- Daily scheduling of sauna rooms and steam products to be produced and creating manufacturing work orders for the manufacturing team.
- Daily reviewing, correcting, and closing manufacturing orders when completed.
- Ensuring the Production Calendar is accurate and reflecting the status of manufacturing lead times.
- Review CAD drawings for technical accuracy before sending orders to the manufacturing floor.
- Monitoring and adjusting the schedule to maximize department's capabilities.
- Ensure with Materials Department that inventory levels are sufficient to sustain manufacturing requirements.
- Maintain accurate records and provide regular feedback and requested reports to the sauna and steam manufacturing team.
- Print Picking Tickets and distribute them to the appropriate areas.
- Updating Order for Changes Orders to include addresses changes, shipping method changes and other items.
- Any other tasks necessary for efficient operation of manufacturing as requested by the Production Manager.

RELATIONSHIPS AND CONTACTS

Extensive contact with Sales, Materials, and Production Teams, and especially with the Production Manager and the Inside Sales Supervisor, on an ongoing basis.

QUALIFICATIONS

- One or more years of manufacturing scheduling experience including the use of manufacturing software to open and close manufacturing orders.
- Demonstrated leadership experience is a requirement.

SKILLS AND KNOWLEDGE

- Excellent organization skills to handle multiple tasks simultaneously
- Detail oriented to ensure accuracy of scheduling jobs, routing the manufacturing orders.
- Basic math skills are required.
- Excellent oral communication with multiple departments and production team is required
- Ability to effectively lead, interact, make decisions and problem solve
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Self-starter with proven experience in good customer skills
- Excellent computer skills. Need to prove proficiency in computer applications used in executing business processes. Windows, MS Office a must.
- Previous training experience a plus.

Job Type: Full-time

Pay: \$24.00 - \$28.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday
- No nights
- No weekends

Experience:

- Manufacturing: 1 year (Preferred)

Work Location: One location

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To Apply:

- Apply via our corporate website: [Careers | Sauna360 Inc. | Cokato](#)
- Apply via Indeed: [Sauna360 Inc. Jobs and Careers | Indeed.com](#)
- Apply via email: hadmin@tyloheloinc.com
- Apply via telephone: 320-286-5584 or 1-888-780-4427
- Apply in person at: 575 Cokato Street E. Cokato, MN 55321 (Attn: Human Resources)