



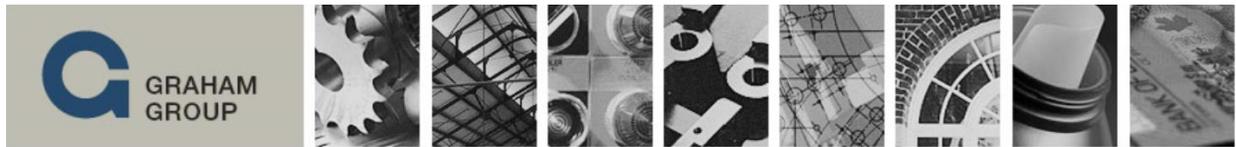
GRAHAM ENGINEERING

## JOB DESCRIPTION

<b>Title:</b>	<b>ERP Planner/Scheduler</b>	<b>Review Date:</b>	September 15, 2017
<b>Reports to:</b>	Vice President of Operations	<b>Revision Date:</b>	April 12, 2018
<b>Location:</b>	York, PA	<b>Status:</b>	Exempt

### Background:

The Graham Group acquired majority interest in American Kuhne in October 2012 followed by Graham Engineering Corporation's acquisition of Welex in June 2013. Together, Graham Engineering Corporation, American Kuhne and Welex create a convergence of leading technologies, people & capabilities in extrusion.



Over half a century ago, industrial entrepreneur Donald C. Graham founded a design engineering firm in a farmhouse basement in central Pennsylvania. From this emerged several leading, global manufacturing businesses spanning packaging, capital equipment and building products industries. As of year-end 2011, the legacy operating businesses that share the Graham heritage collectively operated in more than 90 locations worldwide and generated approximately \$3.5 billion in annual revenues. In more recent years, this alliance has grown to include several substantial, independent investment management businesses also holding the common Graham legacy. Based in York, PA, a tenured team of operating and investment professionals actively oversee several of the legacy operating businesses that bear the Graham name, as well as an investment management business managing assets exceeding \$1.25 billion.

About Graham Group ([www.grahamgroup.com](http://www.grahamgroup.com))

### Current Products:



- Extrusion Blow Molding
- Rotary Wheel
- Shuttle & Shot Pot
- Accumulator head



- General purpose extruders
- Medical tubing solutions
- Screw design



- Sheet extrusion solutions
- Multi-layer & barrier



## Position Summary:

The person in this exempt position will serve as a Planner/Scheduler for the facility and use Visual 8 ERP to create the master schedule and establish the sequence and lead time of each project to meet completion dates according to sales forecasts or customer orders. Coordinates and expedites the flow of work within or between departments according to production schedule. Confers with all departments to determine and affect progress of work in addition to solving production issues.

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## Role Responsibilities and Priorities:

- Maintain the master production schedule in Visual ERP.
- In partnership with the Project Management team, insert new projects into the master production schedule upon the receipt of new customer orders.
- Review and maintain the master production schedule in the ERP system throughout the duration of the projects with inputs from the engineering, purchasing, project management & production teams.
- Review the customer service impact window in Visual ERP daily and resolve scheduling issues as they arise.
- Maintain an accurate list of available shop resources in Visual ERP to facilitate proper planning.
- Maintain shop resource calendars to accurately reflect resource availability within Visual ERP.
- Convert planned markers to work orders in Visual ERP daily.
- Coordinate with Spare Parts Sales and Production to create and structure work orders requiring assembly for spare parts.
- Act as the central reporting point for any changes to the plan for active projects. Assess impact of changes using the Customer Service Impact Window in Visual ERP.
- Advise the Quoting Team on lead times for each product line.
- Provide initial assessment of project delivery at receipt of customer order by using the quote's structure to run a "what if" schedule prior to the kickoff meeting.
- Attend the kickoff meeting and update work order structure after kickoff to reflect planning time for long lead items and ensure accurate time for shop resources for each work order.
- Work directly with engineering, production, purchasing, vendors and project management to ensure projects are kept on schedule.
- Use information derived from analysis of the Customer Service Impact Window to expedite operations and materials that delay schedules.
- Monitor inputs into the ERP system for accuracy. The design of Visual ERP is such that the planner will notice anomalies via the Customer Service Impact Window. Things can show up in this window as a result of legitimate changes but they can also appear due to improper system use (people within ERP not following procedure). The Visual ERP Master Scheduler will identify when false inputs are creating these anomalies and communicate the issue to the person creating the issue. If necessary these issues will be elevated to higher management for resolution. This function is critical to maintaining the proper functionality of the ERP system.
- Assist in the preparation of work instructions, reports and documentation to support the internal the project flow.
- Perform all other duties as assigned.

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## Job Qualifications include:

### Education

- Associate Degree in Business or technical field, desired



### **Experience**

- 2 - 5 years' experience in manufacturing, preferably in scheduling, planning or expediting
- Experience in the capital plastics equipment market is desired
- Experience with "Visual" ERP system highly desired
- Strong working knowledge in Microsoft Office

### **Essential skills, behaviors:**

- Ability to adapt and efficiently use internal ERP system
- Flawless organizational skills and the ability to multi-task; manage multiple priorities and projects in order to meet all deadlines, including very tight deadlines
- Excellent written and verbal communication skills
- Team oriented and customer driven
- Must have the ability to comprehend technical information including drawings, specifications and quality requirements is required.
- A track record of ethical business behavior
- Good presentation skills
- Commitment to Graham Engineering company values

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**Direct reports:** None

**Travel required:** Occasional

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### **Dominant Physical Requirements & Essential Job Functions:**

- This position requires the incumbent to be extremely mobile to attend various meetings, assist customers and meet with individuals on the production floor.
  - The incumbent must be able to effectively communicate with employees at all levels within the organization, as well as customers and vendors.
  - Regular and predictable attendance is an essential job function.
  - Must be willing and able to travel to customer sites as necessary.
  - While performing the duties of this job the employee is required to stand, walk, sit, use hands to handle or feel objects, tools or controls; Must also be able to reach with hands and arms, climb stairs, keep balance, stoop, kneel, crouch or crawl; Also must be able to talk, see and hear.
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