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*a golden state foods company*

## **Production Associate**

### **Employer**

KanPak  
1016 S Summit St,  
Arkansas City, KS 67005  
620-442-6820

### **Job Description**

***KanPak®, a golden state foods company, is a global leader in the development and manufacturing of the very best beverage, yogurt and dessert solutions. Aseptic technology is at the heart of many products we create, allowing all KanPak® products to ship and store without refrigeration for up to 12 months, but it's our state-of-the-art beverage manufacturing capabilities and exceptional customer service that really set us apart from competitors.***

***Coffee beverages, creamers, yogurt, frozen desserts, and specialty beverages – no matter what kind of product you're looking for, we can deliver. Our aseptic processing and packaging makes our solutions more convenient, efficient and environmentally friendly.***

We are seeking an energetic, skilled Material Planner for our facility in Arkansas City, KS.

**Hours:** N/A

**Compensation:** \$20.00

#### **Main functions:**

Responsible for setting the weekly master production schedule and ensuring a steady flow of all materials needed to keep the manufacturing plant operating for Aseptic. This requires a delicate balance of supply/demand and inventory management.

#### **Responsibilities**

##### **Primary Objectives:**

- Utilize Material Resource Planning tools in MS-Great Plains to ensure procurement of materials is timely, accurate and coordinates with the production schedule.

- Issue purchase orders for material needed at the plant to include confirmation of price and delivery/pickup dates.
- Review material minimum and maximum ordering points to ensure accuracy and the plant maintains adequate inventory on hand.
- Ensure lead times are appropriate; Communicate with corporate purchasing when changes or updates are needed.
- Identify, resolve, and forecast problems and potential solutions to inventory and quality.
- Interact with suppliers and plant personnel on delays, shipping/receiving issues, or similar issues as they arise. Work with corporate procurement to ensure documentation and compliance is maintained.
- Communicate with third party carriers on material pickup at supplier.
- Ensure that quality documents are available prior to material receiving.
- Assist with material shipment discrepancies including invoice discrepancies regarding price, terms, and quantity.
- Provide specific attention to the trial run process ensuring materials are available to meet scheduled trial runs.
- Handle the non-conforming process for Pouch, BIB, and Bottle lines.
- Provide support and back-up to the Flex Material Planner/Scheduler
- Other duties assigned by the Supply Chain Manager in support of company policies and goals.

## **Qualifications**

### **Employment Requirements:**

- Minimum of an associate degree in business related field required.
- Minimum of 2 years in supply chain or production planning experience preferred.
- Cost Accounting or Manufacturing Accounting experience in a production environment is preferred.

### **Knowledge, Skills, and Abilities:**

- Understand as well as develop/implement continuous improvement of processes.
- Exude a high level of accountability in conducting the role.
- Problem-solving capability and critical thinking capability.
- Ability to analyze data and communicate effectively across functional groups.
- Intermediate to Proficient Excel skills and experience utilizing a MRP within an ERP System
- Ability to organize and multi-task while maintaining flexibility.
- Ability to meet deadlines regardless of competing priorities.
- Ability to maintain sensitive and confidential information.
- Strong work ethic and team player.
- Perform role in a safe manner and influence safety in the workplace.
- Practice GMPs or Food Safety procedures.
- Ability to communicate effectively with Key Customers and Suppliers.

- Must maintain professionalism internally and externally.
- Strong verbal and written communication skills.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee may frequently be required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Benefits:**

At KanPak, a golden state foods company, we believe that investing in our associates strengthens our culture and fuels our growth. We care about your well-being, and will support you with the following:

- Paid time off subject to eligibility, including paid leave, holiday, jury duty and bereavement.
- Comprehensive benefits package to support our associates and their families, subject to elections and eligibility: Medical, Dental, Vision, Disability, Health and Dependent Care Reimbursement Accounts, Employee Assistance Program (EAP), Insurance (Accident, Legal, Life), Retirement Plan
- Associate Development via Education Reimbursement, virtual courses and classroom development experiences
- Medical, Dental, Vision
- 401k

**Application Instructions:** [Here](#)