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*a golden state foods company*

## **Material Scheduler/Planner**

### **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 Scheduler/Planner for our facility in Arkansas City, KS.

**Work Shift may vary. We operate 24/7.**

#### **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.

#### **Essential Duties & Responsibilities:**

- 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.

#### **EDUCATION & EXPERIENCE:**

- 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.

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