



9004 Trinity Blvd.
Fort Worth, TX 76118

817-280-0467

Job Title: Planner

Work Location: Office

Division/Department: Planning

Reports to: Quality Manager

☒ **Full-time**

☐ **Part-time**

☐ **Exempt**

☒ **Nonexempt**

Essential Duties and Responsibilities:

- Plan Production work orders based on customer purchase order requirements and specifications
- Perform contract review of customer purchase order to ensure compliance
- Use computer to perform all job functions
- Utilize Anoplex database efficiently to plan and certify customer purchase orders
- Familiarize with specification requirements
- Review blueprints as needed for additional processing requirements
- Create and submit frozen planning as required
- Verify completed work order paperwork in order to create certificate of conformance
- Communicate via telephone and email with customers regarding purchase order revisions, amendments, or corrections
- Excellent responsiveness and customer focus in a fast-paced environment
- Excellent written and verbal communication skills
- Demonstrated strong interpersonal skills that enable effective interaction with all skill levels and departments
- Strong organizational skills with ability to multi-task, meet quick deadlines, and prioritize daily activities
- Must be self-motivated, detail oriented, and goal driven
- Sit for extended periods of times at computer

Education and/or Work Experience Requirements:

- Minimum of High School Diploma or GED
- Intermediate level of proficiency in MS Office programs including Outlook, Word, Excel, and PowerPoint.

Physical Requirements:

- Must be able to lift and carry up to 25 lbs
- Must be able to talk, listen and speak clearly on telephone

Print Employee Name:

Employee signature:

Date:

Due to ITAR compliance, this position requires candidates to be a U.S. Citizen, Permanent Resident Alien, or Protected Individual per 8 U.S.C. 1324b(a)(3)