



Program Planner

PEKO Precision Products, Inc is a world class contract manufacturer. We are a vertically integrated organization providing a full-range of manufacturing and innovative technology solutions. We offer a suite of services encompassing all phases of product manufacturing

We are currently hiring a Program Planner to assist in the preparation and coordination of production schedules for manufacture of industrial, government or commercial products. We offer medical, dental, life / disability insurance, profit sharing, training opportunities and paid time off. Help us to continue our 50 years of success!

REPORTS TO: GENERAL MANAGER
Support Activities Directed by: Program Managers

RESPONSIBILITIES:

- Work closely with managers, supervisors, and production personnel to develop, review and/or confirm information regarding various manufacturing plans.
- Analyze, coordinate and drive scheduling requirements to procure materials for production within strict timeframes.
- Expedite parts to meet production schedules.
- Program Costing and reporting.

EXPERIENCE:

- 3+ years production planning or related experience in purchasing or administrative support in a manufacturing environment.
- Strong Computer skills (Specifically Excel and Outlook)

MINIMUM QUALIFICATIONS:

- Demonstrated ability to deliver customer focused solutions
- Must be a self-starter who is organized and able to make decisions in a fast-paced manufacturing environment.
- Capable of reacting to change with the ability to respond to new instructions, situations, methods, and procedures.

For immediate consideration please respond to this posting with your **resume** and **salary requirements**.

Visit our website: www.pekoprecision.com

It is PEKO's policy to provide for and promote equal employment opportunity in employment compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, Vietnam Era Veteran status, genetic predisposition, or carrier status. PEKO complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.