

Position Profile: The Capacity Planner will develop and maintain an item-level production capacity plan using annual forecast, production location capacity, and internal/external collaboration (sales, marketing, finance, filling partners and other sources). The Capacity Planner tracks performance and provide analysis of actual versus capacity plan and is responsible for providing options for all gaps in capacity in order to meet customer demand.

Work Responsibilities:

- Prepare and maintain a rolling 12-month capacity plan by SKU that is a combination of the extended forecast for all active / inactive items (in transition) and input from Design & Innovation, Brand Leaders, and Channel Leaders and Sales Operations.
- Develop the aggregate capacity plan by location and support assumptions of product lines for the monthly sales and operations planning process.
- Significant input and participation in the monthly Sales & Operations Planning process with the Brand and Channel Leaders in support of a review with the Executive Leadership Team.
- Measure and report production capacity accuracy at customer and product levels.
- Monitor, analyze, and report delivery data to the sales and marketing departments.
- Provide input to the inventory strategies on existing items, new products, and product phase-outs.
- Collaborate closely with Sales and Sales Ops to coordinate and communicate customer action plans.
- Provide analysis and support for SKU rationalization. Manage the integration of information between various systems as well as ensure that new product and discontinued product are added or removed from the capacity plan.
- Build strong business relationships with customers, sales partners, and internal sales and marketing staffs.
- Drive continuous improvement of the production planning process, including planning tools and methods.
- Be the day-to-day point of contact for the sales teams to help manage change and balance supply and demand to achieve the optimal balance of customer responsiveness and supply stability.
- Assist in the resolution of issues involving order promising, deviations to planned inventory levels, establishment and utilization of safety stock, and customer delivery difficulties.
- Participate in the development and evaluation of what-if simulations to resolve demand/supply imbalances.
- Manage all scheduling activity, across all brands, product types and locations.
- Work in the company's ERP environment to pull demand, review parameters, manage scheduling and system job tracking, and reporting.

General Responsibilities:

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and policies. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Staff Management:

- Participates in the selection of candidates to fill vacant team roles.
- Ensure each employee has a clear and thorough understanding of their role and responsibilities.
- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.

- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Provide ongoing performance feedback. Identify and work with manager and HR to take appropriate action for non-performance.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend or after-hours work, as approved by your manager.

Performs other work as assigned.

Minimum Qualifications

- Education: Bachelor's degree in Supply Chain Management or a related field
- Experience: A minimum of five years of experience in a production planning or planning-related field
- Supervisory experience: Two years of experience in leading others in the accomplishment of company and department objectives.

Computer and/or software qualifications:

- Intermediate level of proficiency in Microsoft Word, Power Point
- Advanced level of proficiency in Microsoft Excel
- Experience working in an enterprise level, database design software (ERP)

Core Competencies:

- Skill in developing high volume, multi-locational production plans.
- Ability to speak candidly at all levels about tough issues facing the organization.
- Strong individual leadership skills.
- Highly collaborative with internal and external stakeholders and partners.
- Ability to lead and participate in cross functional teams.
- Skill in using analytical software tools, data analysis methods, and other computer applications.
- Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Ability to quickly make sense of, combine, and organize information into meaningful patterns.
- Ability to maintain effectiveness in a fast-paced environment where common sense is consistently utilized.
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs.
- Accountable to established deadlines and comfortable working in a high-pressure environment with competing demands.
- Ability to plan, assign, and/or supervise the work of others.

Preferred Qualifications:

- Certifications: APICS or IBF Certification
- Experience in production planning in a consumer goods environment.
- Experience in a manufacturing environment is a plus.

Travel Requirement: up to 30%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10 – 15 pounds
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur