



**Position Title:** Production Planner

**Reports To:** Production Manager

**Job Summary:**

LAT's growing apparel company in Ball Ground, is seeking a high speed, goal-oriented, inventory and procurement associate. This is an excellent intermediate level opportunity for a career minded individual that is looking to grown into greater roles and responsibilities.

**Responsibilities**

- Assists with warehouse-to-warehouse transfers
- Responsible for all reporting for multiple suppliers
- Provide assistance and backup for other Production team members, as needed.
- Monitoring product work in process to ensure workflow is moving and balanced as well as on time delivery of product.
- Responsible for changing WIP to accommodate customer demands – looking at options with WIP to keep our inventory holes less than 5%.
- Assists in special projects relating to production and inventory control as necessary and other duties as assigned.

**Requirements and Qualifications**

- Should possess good interpersonal skills, be self-motivated and ideally have experience working in a similar role
- Must have good time management skills, be organized and systematic in the way they approach tasks. Have an analytical and logical approach to assigned tasks.
- The ability to work cooperatively with others on a team.
- Able to read and write in English. Spanish a plus but not required.
- Exceptional attention to detail
- Diligent and punctual
- The ability to engage in verbal and written communications that are direct, concise, clear, and relevant and delivered in an appropriate manner. Using all forms of electronic communication.
- Strong/advanced user of Microsoft Excel, Word, Outlook, and PowerPoint
- Candidate must have demonstrated strong analytical, organizational, and problem-solving skills
- Ability to work in a fast-paced environment. Have the ability to quickly retrieve, manipulate, analyze and interpret data
- Must have 3 to 5 years of experience in purchasing, apparel, manufacturing and/or multi location national procurement. Preferred, but not necessary.

**Physical Job Requirements**

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles. The responsibilities associated with this job will change from time to time in

accordance with the Company's business needs. More specifically, the incumbent may be required to perform additional and/or different responsibilities from those set forth above.

**Compensation and Hours**

- This position starts at between \$14 and \$18 depending on experience.
- The schedule is 8:00 AM until 5:00 PM.