



Production Planning Specialist

Date: July 31, 2018

Reports to: **Planning Team Manager**

Location: Dalton, GA

Classification: Salary

SUMMARY

The Production Planning Specialist is responsible for creating value through planning and adjusting production schedule by working closely with other teams.

RESPONSIBILITIES

- Plan production schedule in detail to meet shipment objective in a way of maximizing profit while managing proper inventory.
- Keep the schedule updated to reflect recent status and shared timely with relevant teams using excel spreadsheet with logically well connected formulas, easily updatable and recognizable form.
- Make reports on production result of last period (week/month/quarter/year), gap to plan, plan for next period either for regular meetings and/or on an ad hoc basis.
- Communicate and coordinate with US Sales Team and Global Sales Planning Team timely on confirming purchase order in advance, product type/grade, delivery schedule, prioritization among purchase orders, dealing with complaint, and etc.
- Communicate and coordinate with relevant teams in the plant timely on those considerations; materials availability, certifications, machine maintenance schedule, minimizing job change loss, avoiding complexity of work, old material/product clearance, and etc.
- Adhere to the policies and procedures of Hanwha Q CELLS.
- Perform other duties and special projects, as assigned by management.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Industrial Engineering, Operations Management, Business Administration, or another related fields
- 2+ years of manufacturing and/or assembly business
- Knowledge on ERP system(SAP), material flow, supply chain, operations and administration
- Strong proficiency in MS Office applications especially Excel in particular
- Strong quantitative analytics capability
- Ability to work with multiple department including but not limited to Sales, Production, Purchasing, Logistics, Equipment maintenance, Process control, R&D, QA/QC, and IT



- Ability to pay close attention to details while maintaining a big picture perspective
- Excellent written and verbal communication skills
- Assertive, able to cope with pressure, a team player

PREFERRED QUALIFICATIONS

- Experience in solar panels industry

Hanwha Q CELLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.