

PADI AMERICAS
Job Description

Production Planner

PADI, the world leader in Scuba Diver Training has an immediate opening for a full-time Production Planner at our corporate headquarters in Rancho Santa Margarita.

PADI offers a competitive salary, excellent benefits, generous time off and a great working environment. PADI is an Equal Opportunity Employer and has been voted one of the Top Workplaces in Orange County in 2008, 2009, 2010 and 2011.

Job Summary:

The Production Planner provides requisitions using MRP for purchasing to buy product, manage inventory by using MRP, provide sales forecasts, schedules for in-house, vendor assembly and maintain inventory levels worldwide without over buying and avoiding back-ordered situations. Supports cycle count program, assists management to ensure product availability, manage the quality of product being produced by providing accurate samples to assembly vendors, and provide solutions to improve the inventory and planning process.

Our ideal candidate for this position should possess the following experience and background:

- Associate's Degree (AA) or APICS Certificate.
- Minimum four years experience with an automated inventory control system, order entry, material requirements planning.
- Experience with MACOLA preferred
- PC literate; Excel proficient and Crystal reporting
- General accounting knowledge
- Type 30 words per minute
- Data entry skills
- Excellent organizational skills

If you meet these requirements please e-mail your resume & salary requirements to jobs@padi.com , or fax your resume & salary requirements to 949-267-1263.

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