

JOB DESCRIPTION

Aquiline Drones (AD) seeks to fill the role of Production Planning Specialist at its downtown Hartford drone production facility. This position will be responsible for helping to develop a production plan for drone manufacturing. In the present role, the Production Planning Specialist will report directly to the Production Planning Engineer.

The main role of the PPS is to support the Production Planning Engineer. The PPS will plan, coordinate, and improve production activities. The PPS will be responsible for planning production tasks and schedules according to customer orders. The PPS will monitor the execution of production plan and resolve any potential issues in a timely fashion.

The candidate sought must excel in a fast-paced drone production environment and be able to quickly learn the technical nature of AD's product portfolio and understand the needs of AD's rapidly growing customer base.

DUTIES AND RESPONSIBILITIES

- Plan and coordinate production activities
- Review processes and change/update as needed to ensure efficiency
- Organize workflow to meet specifications and deadlines
- Monitor technical production environment; anticipate and resolve issues
- Supervise and evaluate performance of production personnel
- Determine amount of necessary resources (workforce, raw materials, etc.)
- Ensure output meets quality standards
- Enforce safety precautions
- Cross-training will be expected

COMPETIENCIES

- Excellent leadership skills, including the abilities to set goals, motivate and manage conflict
- Effective communication skills, including writing, speaking and active listening
- Great interpersonal skills
- Good project management skills, including strong decision-making, problem-solving and strategic planning abilities
- Exceptional time management and organization skills
- In-depth understanding of industry and company best practices for quality in the manufacturing process
- Familiarity with bookkeeping, inventory control practices and logistics
- Comfortable using quality management software and other organizational computer applications (ex. Oracle and SAP)
- Physical strength, stamina and the ability to walk or stand for long periods of time

SUPERVISORY DUTIES

- supervisors and technicians within manufacturing production

WORK ENVIRONMENT

This job operates in a professional office environment and routinely uses standard office equipment. The role of Production Planning Specialist requires physical strength and the ability to walk or stand for long periods of time. It includes standard office functions such as moving files, opening filing cabinets and bending or standing, as necessary. Traveling may be required for this position up to 20% of the time. This position requires the direct supervision of others.