



## **Production Planner**

Singer Vehicle Design – Sun Valley, California

### **About Us:**

Since 2008, boutique restoration house Singer Vehicle Design, based in Sun Valley, California, has been sharing its obsession to celebrate the Porsche 911 – and with more than 100 commissions globally delivered to date, that obsession has been mastered through the craftsmanship of its artisan team and the ability to envision its clients' desires to reimagine the ultimate bespoke air-cooled 911. Through the highest levels of creativity, performance, engineering and technology – and now, partnerships with iconic and globally recognized organizations like Williams Advanced Engineering -- Singer has become THE symbol of why “everything is important.”

This full-time position in our Sun Valley office, includes competitive vacation and health benefits.

### **JOB TITLE: Production Planner**

The Production Planner will coordinate vehicle production across all operational activities from arrival of the donor car to shipment of a fully restored vehicle to its customer.

As Production Planner, you will create the production schedule and ensure the rest of the company is ready to support it. You will be the one to ensure our goods are produced on time.

An excellent production planner is well-versed in production procedures and ways to optimize them. They are organized and results-driven with great problem-solving skills. Advanced communication and computer skills are very useful for the role.

The goal is to ensure the smooth and cost-efficient flow of our production operations.

### **Duties and Responsibilities:**

- Planning, prioritizing and coordinating operations to ensure maximum production performance and minimum delay
- Determining manpower, equipment and raw materials needed to cover production demand
- Own the production schedule, communicate the schedule to the entire organization, alert relevant groups if the schedule slips and own the plan to get it back on track
- Determine resource and parts allocation to optimize production operations
- Monitor jobs to ensure they will finish on time and within budget
- Be responsible for pulling together the correct personnel when a problem arises so it can be fixed in a timely manner, minimizing disruption of the plan
- Be accountable when a date slips
- Prepare and submit status and performance reports: downtime, Bay to Bay Progress Target v Actual, number of finished restorations, percentage of defects etc.
- Coordinate with vendors and service providers to ensure work is carried out in the correct order with minimal down time



- Coordinate with Procurement to ensure that all long lead items are ordered at the appropriate time and that inventory levels are appropriate
- Interact with procurement and parts teams to ensure MRD dates for production are met
- Provide Client Relations with Completion dates for all vehicles and notify any changes to the build schedule
- Lead production and status meetings
- Collaborate with all departments
- Work with Procurement and Engineering to ensure that components are delivered to Assembly when they are needed
- Be flexible and help the organization where help is needed, be of service to your colleagues, recognize that everything is important

#### **Skills/Qualifications:**

- Proven experience as production planner (**automotive experience strongly preferred**)
- Excellent knowledge of production planning and quality control principles
- Proficient in MS Office, ERP systems, math and statistics
- Strong organizational and problem-solving skills
- Excellent verbal and written communication abilities
- 3+ years of related experience
- Bachelor's degree in business, supply chain or other relevant fields
- Aptitude to interface with high level individuals, executives, company associates, and vendors
- Team oriented, strong ability to multi-task and work in a fast-paced environment and to multiple deadlines
- Strong organizational skills with the ability to prioritize effectively and efficiently

#### **IMPORTANT NOTICE:**

*This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Singer Vehicle Design. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*AAP/EEO Statement: Singer Vehicle Design (SVD) values a diverse workforce and as an Equal Opportunity Employer, SVD does not discriminate on the basis of race, creed, color, national origin, gender, religion, age, sexual orientation, disability, marital status, veteran status, or any other status legally protected by Federal, State, or Local law. SVD assures you that your opportunity with this Company depends solely on your qualifications and other job-related factors*

**Salary:** Hourly Rate, based on experience

#### **Benefits Package:**

*Singer Vehicle Design Benefits Package consists of Medical, Dental, Vision, and Life Insurance, Aflac Supplemental/Indemnity Plans, Paid Time-Off (PTO), and eight company-paid holidays.*