



ELECTRO-MECHANICAL INDUSTRIES, INC.
13300 6th Avenue North
Plymouth, MN 55441

Production Planner

Are you a well-organized, process orientated leader focused on Operational excellence? Do you have experience in a custom manufacturing environment? Then consider applying for the Production Planner position with Electro-Mechanical Industries, Inc. (EMI), a family-owned custom manufacturer located in Plymouth, MN. The company, with 45 years of steady growth and product innovation, provides creative power distribution products and services to commercial and industrial customers across the US.

Essential job duties: The Production Planner is responsible for developing, maintaining, and executing production schedules to support on-time delivery, efficient use of capacity, and balanced inventory levels. This role partners closely with Production, Purchasing, Project Management, Engineering, and Sales teams to translate customer requirements into executable production plans while managing constraints across labor, equipment, and materials. The Production Planner serves as a key coordination point between business units to ensure accurate, timely, and reliable production execution.

Scheduling & Coordination

- Develop and maintain short (populate production whiteboard priorities)- and long-term production schedules within company system to support customer delivery commitments.
- Adjust schedules as priorities, lead times, and operational constraints change.
- Track work-in-process and proactively escalate risks before they impact customer delivery.
- Release and manage production orders, ensuring dates, quantities, and priorities are accurate.
- Support schedule stability while responding appropriately to changes and expedites.

Capacity & Planning

- Partner with the Operations Manager on capacity planning by analyzing demand, forecasts, labor availability, material readiness, and equipment constraints.
- Evaluate tradeoffs when conflicts arise and recommend the best executable production plan.
- Identify capacity risks and support mitigation planning.

Materials, Orders & Systems

- Coordinate timing of incoming raw materials and assist Purchasing with scheduling outside processes.
- Monitor purchase and sales orders to ensure they are complete and ready for production.
- Maintain accurate planning and scheduling data; correct errors and ensure data integrity.
- Support inventory management by reviewing assigned inventory items and aligning inventory levels with margin and production objectives.



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Communication & Collaboration

- This position is the primary scheduling point of contact between Production, Purchasing, Project Management, Sales, Engineering, and management.
- Clearly communicate schedule changes, risks, delays, and recovery plans to internal stakeholders
- Balance competing priorities and communicate tradeoffs in a fast-paced production environment.

Continuous Improvement

- Identify opportunities to improve scheduling accuracy, sequencing, material flow, and on time delivery.
- Participate in continuous improvement activities supporting safety, quality, service, and cost objectives.
- Prepare reports, visuals, and summaries to support planning meetings.
- Perform other duties as assigned.

Competencies:

- Must have keen knowledge and experience with the manufacturing processes and on time delivery.
- Strong people skills for performance management to include coaching, training, and mentoring with a "hands on" management style.
- Ability to develop trust and strong internal working partnerships.
- Ability to multi-task in an environment of competing priorities.
- Keen understanding of the customer's requirements and how to analyze and implement actions to resolve problems.
- The ability to interface with all departments within the company.
- The ability to remain calm and professional in stressful situations.
- Highly organized.
- Detail oriented with the ability to create and record data.
- Commitment to excellence and high standards.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to work independently and as a member of various teams and committees.
- Excellent written and oral communication skills. Ability to effectively communicate with people at all levels and from various backgrounds.
- Must be a collaborator.
- Reliable attendance.

Qualifications

- Basic competence in subordinates' duties/tasks (project management and scheduling)
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook required.
- Visual Manufacturing experience preferred, ERP system experience required.



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- Proven leadership and business acumen skills.
- Proven ability to handle multiple projects and meet deadlines.
- Strong organizational, problem-solving, and analytical skills. Good judgement with the ability to make timely and sound decisions.

Education and Experience:

- 3+ year of manufacturing project management experience preferred.
- Custom manufacturing operational experience and/or job shop experience preferred.

Work Environment: Work performed both in an office and manufacturing setting. Fifty (50) percent or more, of time to be spent actively engaged on the operations/production floor.

Work hours: M-F from 7 am – 4 pm to offer support to production work schedule. As an exempt employee, hours above 40 hrs/week may be required to complete job duties and deadlines.

Physical Requirements:

- Must be comfortable working in a manufacturing, union environment.
- Regularly required to sit, stand, walk, bend, reach, and move about the facility.
- Normal vision and hearing required.
- Must be able to lift to 30 lbs.
- Must be able to climb, stretch, and maneuver on ladders.

Salary and Benefits: The base salary range for this position is \$50K-\$65K annually. EMI offers employee benefits including medical, dental, life insurance, long term disability, 401k & matching, voluntary Aflac benefits, paid vacation, employee safe and sick time (ESST), and paid holidays.

To apply for this position, send your resume to Human Resources @ careers@e-m-i.com. EMI is an equal opportunity employer.