

# **GLOBE ENGINEERING - JOB POSTING**

## **PRODUCTION PLANNER**

If you have experience in aviation as a Production Planner and are looking for a great opportunity with a dynamic **EMPLOYEE-OWNED** manufacturing company, Globe Engineering might be the place for you. Globe was established in 1946 in Wichita, Kansas where we originally produced child safety seats for automobiles. We have since grown over the years and now supply tubes and sheet metal parts to a variety of aviation companies throughout the world. Being part of an **EMPLOYEE-OWNED** company has several benefits, the profits are returned to the employees in the form of an excellent retirement plan, company stock, bonuses and a solid benefits package. If this opportunity interests you, please send your resume to [careers@globeeng.com](mailto:careers@globeeng.com).

**Job Objective:** Responsible for supporting the Globe build process by performing a thorough customer contract review, scheduling the planning process and supporting the shop floor

### **Essential Job Functions:**

- Review customer purchase orders and contract requirements
- Analyze contract agreements, special provisions, customer terms and conditions and quality requirements
- Read and interpret customer engineering and customer/industry standards and specifications
- Perform document control role by retrieving, verifying, maintaining customer engineering
- Identify and flow down customer quality requirements as well as Globe's internal flow down clauses
- Determine/Verify approved processors
- Determine/Verify schedule based on purchase order, estimates, inventory, customer MRP and MIN/MAX requirements
- Mitigate risk by performing supplier, technical and schedule risk analysis
- Review all internal change requests against current planning
- Create new and update existing planning for the shop floor

### **Knowledge, Skills and Abilities:**

- Experience in reading and interpreting detail and assembly aircraft drawings/blueprints
- Able to read and understand required aircraft specifications
- Must demonstrate strong verbal and written communications skills with the ability to convey ideas
- Must be detail oriented, organized, able to multitask and work through interruptions
- Good computer skills, proficient with Microsoft Office products (Word, Excel, PowerPoint) as well as Adobe Acrobat a plus
- Must understand and possess good interpersonal skills

### **Work Environment:**

- Usual working days/hours: Monday – Thursday 6:00am – 4:30pm; Friday 6:00am – 2:30pm.  
Working hours are subject to change based on company needs. May require occasional Saturdays.
- Office environment (business casual attire)
- Collaborates closely with the customers, sales team and program management to ensure resolution of contract issues
- Frequently walks throughout the manufacturing area

### **Equipment:**

- General office equipment – computer, copier, scanner, etc.
- Microsoft Office (Word, EXCEL, PowerPoint), Adobe Acrobat, Outlook

### **Requirements**

- High School Diploma or equivalent

This position may be filled or closed to further application without notice.

Globe Engineering Co. Inc. is an Equal Opportunity Employer and fully subscribes to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion, termination, layoff recall, transfer, leaves of absence, compensation and training and job status without regard to race, color, religion, creed, gender, marital status, and national origin, and age, physical or mental disability, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state or local laws. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to our job openings.