

1.0 DUTIES AND RESPONSIBILITIES

The Maintenance and Materials Resource Planner must be highly motivated and organized role of Gaylord Chemical Company, LLC manufacturing team. The individual will be responsible for managing spare parts, warehouse inventory, and tracking maintenance work orders through completion to ensure that all production equipment and machinery is maintained and operational. The ideal candidate should have a strong understanding of inventory management, be able to work independently with minimal supervision, and have excellent communication skills.

- Develop and implement inventory management systems to ensure timely and accurate inventory counts, including cycle counts and physical inventories.
- Maintain accurate records of inventory levels, including tracking inventory movement, monitoring stock levels, and reporting inventory discrepancies.
- Working closely with Operations and Maintenance, develop and maintain a maintenance schedule for production equipment and machinery.
- Work closely with Operations and Maintenance teams to ensure that spare parts are readily available and in good working condition to prevent equipment downtime.
- Manage the warehouse and inventory control processes to ensure accurate receipt, storage, and distribution of materials, supplies, and finished products.
- Organize parts and supplies into warehouse locations.
- Develop and maintain relationships with vendors and suppliers to ensure timely delivery of spare parts and equipment.
- Ensure compliance with safety regulations and procedures in the maintenance and inventory areas.
- Identify and implement process improvements to optimize inventory levels, reduce costs, and increase efficiency.
- Train and ensure compliance with inventory and maintenance processes with maintenance and warehouse personnel.
- Manage the maintenance work order system, ensuring all work orders are correctly prioritized, assigned, and completed in a timely and efficient manner.
- Coordinate with procurement to ensure that all necessary materials, equipment, and spare parts are available for scheduled maintenance activities.
- Support GCC efforts to transfer current manual processes to digital solutions such as: Knowledge Management System and Computerized Maintenance Management System.
- Participate in organization's Continual Improvement Program to comply with ISO 9001 and cGMP requirements, working towards achieving company objectives.

2.0 REQUIREMENTS

2.1 EDUCATION

High School Diploma or equivalent diploma

2.2 EXPERIENCE

- Minimum of 3 years warehouse inventory management/planning experience.
- Must be proficient in general computer usage including Microsoft Office and computerized maintenance management systems (CMMS).

2.3 SKILLS AND ABILITIES

- Strong knowledge of maintenance planning processes, materials management, and procurement.
- Knowledge of chemical production processes and equipment.
- Excellent organizational, communication, and interpersonal skills.
- Strong ability to identify problems and implements solutions.
- Ability to work effectively in a team environment and collaborate with cross-functional teams.

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Squatting, sitting, bending, pushing, walking 8-10 hours per day.
- Exposure to production environment.
- Able to operate forklift.
- Able to lift up to 50 lbs.

4.0 OTHERS

- Attention to detail
- Self-starter
- Works with minimal supervision
- Flexible/ adaptable

Employee Signature: _____

Date: _____