

# Order Planner

## Job Description:

Order planners assist in the processing of new, test, and changed orders.

- Meet with Customer Service representatives to procure accurate information prior to entering new or changed orders to insure order entry accuracy.
- Assists in serving as a liaison between production personnel and customer service to insure efficient and timely order processing and accurate order processing; resolving discrepancies in job progression to ensure accurate continuation and timely completion of an order.
- Prepares customer approvals for construction with respect to product specifications. Routes through Customer Service for customer sign off.
- Prepares accurate specifications for production job folder
- Assists with maintaining customer approval, press layout and artwork files.
- Maintain a positive work atmosphere by behaving and communicating in a manner so that you get along with clients, customers, vendors, co-workers and supervisors.
- Prepares reports semi-annually for General Manager of Sales for item movement.
- Maintain a positive work atmosphere by behaving and communicating in a manner so that you get along with clients, customers, vendors, co-workers and supervisors.
- Any and all other duties as assigned by the manager and/or designee.

## Job Requirement:

### EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to read and comprehend orders and instructions.
- Strong verbal and written English communication skills.
- A drive to succeed with a self-starter approach and a can-do attitude.

## Our work environment & the physical demands of this position:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Packaging Personified, Inc. is a manufacturer of food grade packaging. All employees are responsible for following a Safe Quality Food practices and policies.

*Packaging Personified is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity or expression, religion, national origin or ancestry, age, disability, marital status, pregnancy, protected veteran status, protected genetic information, or any other characteristics protected by local laws, regulations, or ordinances.*

Must be able to successfully pass all pre-employment screenings and/or testing (including drug screen, background and criminal checks, and applicable skills testing).

This job description does not constitute a contract of employment; Packaging Personified may exercise employment at will rights at any time.