



Paragon Laboratories is a leading contract manufacturer of Dietary Supplements in tablet, capsule and powder forms. For over 45 years, Parragon's top notch formulators and manufacturing personnel have been improving the lives by delivering quality nutritional supplements.

Now Hiring a **Material Planner, Jr.**

General Responsibilities:

- Determining the required materials and generating work orders.
- Ensuring materials meet specifications, quality standards, and are cost-efficient.
- Ensuring the consistent and adequate supply of materials necessary for production.
- Coordinating with other departments regarding production goals, timelines, supplier payments, etc..
- Tracking production volume and monitoring customer demand patterns and purchasing trends.
- Scheduling and overseeing the supply and delivery of materials and products.
- Liaising with customers, suppliers and distributors.
- Managing inventory issues, schedule changes and cancellations.

Requirements:

- 2 plus years of experience in material planning, inventory management, purchasing with an ERP, Bills of Material (BOM), or a related position.
- Strong organizational and time management skills.
- Degree in business, logistics, inventory management, or a related field preferred.
- Knowledge of manufacturing processes and supply chain management.
- Good communication skills, both written and verbal.
- Proficiency in Microsoft Office and material management systems.
- Strong analytical and problem-solving skills.
- Are you a match with our core values of taking pride in your work, having high integrity, and being a team player? If you are are a local candidate excited about this opportunity, we are looking forward to receiving your resume.

Please send your resume to:

astein@sbwib.org

Please put **Material Planner, Jr.** in the subject line.

Qualified applicants only.



A WORKFORCE

IT IS OUR GOAL TO PROVIDE ESSENTIAL WORKFORCE SERVICES TO SUPPORT THE PUBLIC DURING THIS DIFFICULT TIME. THE SBWIB HAS TAKEN A NUMBER OF STEPS TO ENSURE THE PUBLIC HAS ACCESS TO THE RESOURCES THEY NEED.



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