

<p style="text-align: center;">Klüber Lubrication NA LP</p>	<p style="text-align: center;">Job Description Production Planner</p>	
--	--	---

1 Objective: Collaborate with sales, purchasing, production, and warehouse personnel to orchestrate and ensure appropriate scheduling, procurement and movement of material to meet customer demands. Utilize MRP, MPS, and related planning tools. Maintain planning parameters and master data within the ERP system. Provide reports and analysis to support customer and metric-focused decisions.

2 Reports to: Inventory Manager

3 Reporting Staff: N/A

4 Site Location Responsibilities: Londonderry Tyler

5 Position Authorities:

- The authority to commit company resources and signing company documents is dependent on each position and what is required to fulfil that role. Positions with said authority are given specific dollar limitations and signing parameters which are maintained by Executive Management. Each individual is responsible for knowing his/her expenditure and signature limitations.
- This position has the following authority as it relates to committing company resources and signing company documents:
 - ✓ None

6 Qualifications:

- BA/BS degree preferred with at least 3-5 years experience in production planning and materials management.
- Must be self-motivated with the ability to perform multiple tasks with minimal supervision
- Must possess strong analytical skills and the ability to use judgement to analyse facts, incorporate risk/uncertainty analysis, and report findings, recommend and implement sustainable corrective actions written and orally
- Strong PC skills including proficiency with the full Microsoft office suite, Sales Forecasting Application knowledge a plus
- Experience with ERP systems including a strong knowledge of MRP and MPS
- Batch manufacturing experience is preferred.
- APICS & Six Sigma experience or certification a plus
- Strong interpersonal and communication skills
- Experience in an international company beneficial

7 Corporate, Company and Legal Responsibility:

- A. Abides by the Freudenberg Chemical Specialties (FCS) Information Security User Policy and the FCS Guideline on Information Security which requires that all employees be familiar and abide by the protective measures and safeguarding of information security in the workplace.
- B. Comply with corporate and company stated policies and procedures as well as all applicable laws established by local, state and federal agencies.

<p style="text-align: center;">Klüber Lubrication NA LP</p>	<p style="text-align: center;">Job Description Production Planner</p>	
--	--	---

- C. Abides by the Freudenberg Guiding Principles, Code of Conduct and the Klüber Guidelines to Leadership and Teamwork
- D. Conform to the Quality, Environmental and Occupational Health and Safety Management Policy, manual, standard operating procedures, work instructions and continued improvement.
- E. Participate in the Freudenberg “We All Take Care” and “Zero Accidents Initiative” program by creating and supporting a safe working environment, making processes and products safer, minimizing impacts on the environment and notifying the HSE department or Site Executive Officer of opportunities for improvement or areas of risk

8 Physical Requirements necessary to perform job functions

- Requires sitting for extended periods
- Requires frequent use of keyboard and typing
- May require occasional travel via automobile or airplane for day or overnight trip

9 Job Responsibilities & Duties:

A. Planning

- Develop planning parameters to establish replenishment inventories and meet customer service objectives, while at the same time supporting organizational working capital and productivity goals.
- Work with the buyer to reduce lead times and increase flexibility of supply.
- Monitor schedule attainment. Proactively communicate risks to impacted stakeholders.
- Establish, monitor, and maintain production equipment capacities
- Maintain production standards in regards to capacity and utilization
- Work with the Sales and Marketing teams to integrate market intelligence into the forecasts
- Measure and report forecast accuracy and lead initiatives to improve forecast accuracy
- Provide input to the development of inventory policies and parameters
- Maintain & add ERP master data to include safety stock levels, ABC codes, inventory replenishment levels, production recipes, and process specifications
- Identify and manage excess and expired material as well as returned goods
- Ensure that urgent request are being addressed and processed to meet company and customer needs
- Establish, maintain, and report key performance indicators.

B. Other Duties

- Establish and build strong working relations with internal colleagues to support Company goals and objectives as well as provide high quality service to our customers.
- Address issues and concerns in professional manner making sure to use strong, continuous communications and follow up as required.
- Ongoing review of systems and activities for efficiencies and continuous improvements
- Special projects and other duties as assigned by management or as needed.

10 Benefit Class - Exempt

I have read and agree to perform the above functions.

_____ Employee

_____ Date