



Advanced Technology in Printed Circuit Manufacturing

3835 Conflans Road

Irving TX 75061

## Job Description - Planner

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## PLANNER

### KEY FUNCTIONS:

The Planner reports to the Engineering Manager. The Planner will have the responsibility, organizational freedom and authority to:

- A) Initiate action to prevent product non-conformity;
- B) Identify and record any product quality problems;
- C) Initiate, recommend or provide solutions through designated channels;
- D) Stop or change further processing, delivery, or installation of non-conforming product in the Planning department until the deficiency or unsatisfactory condition has been corrected.

### RESPONSIBILITIES:

- Directly responsible for the department's cleanliness & safety;
- Responsible for planning and releasing jobs to production control and/or manufacturing to satisfy customer delivery and quality requirements. Directly responsible in creating specific process instruction to travel with the job through production through shipping.
- Compliance with department's procedures as directed by the Quality Policy and applicable ISO/QS 9000 requirements to ensure competent performance in all areas where each person will be required to work;
- Create and inspect the necessary travelers for manufacturing tools & production operations from customer data files. Should be capable in identifying various aspects of PCB processes to comply with specific customer, engineering, quality and manufacturing standards.
- Maintain a positive mental attitude, avoid complacency at all costs;
- Support a "continuous improvement" team environment resulting in higher yields, fewer customer complaints, fewer delays caused by errors, greater output and compressed time cycles;
- Comply and adhere to all company rules and policies, and to all safety procedures set forth in the employee handbook;
- Support and assist the Engineering manager in maintaining the Quality and On Time delivery goals as set forth by the company.



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**CRITICAL REQUIREMENTS:**

- Overall knowledge of all processes leading to the manufacture of bare printed circuit boards [(between design and assembly), (after design and before assembly)];
- High attention to detail and quality of his/her own work;
- Absolutely committed to being successful;
- Self-driven for results;
- Innovative in overcoming obstacles;
- Remain keenly aware of new and evolving technology/equipment.

**SUGGESTED EXPERIENCE:**

- Minimum 3 years of hands-on involvement in printed circuit board manufacturing;
- Prefer some college work, degree not required;
- DOS (Computer);
- Modems;
- Local Networks
- Gerber (Electronic Artwork);
- Must have knowledge and come from the PCB industry (manufacturing of bare boards).