



**KONDEX CORPORATION  
POSITION DESCRIPTION**

**POSITION TITLE:** Demand Planner  
**DATE:** April 21, 2022  
**REPORTS TO:** Director of Supply Chain

**POSITION PURPOSE/MISSION:** The Demand Planner will collaborate with the internal team at Kondex to create an achievable production plan that aligns with our customers' needs and our internal ability to execute.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Facilitate daily production meeting with manufacturing team.
2. Assist the sales and customer service teams to expedite customer orders as needed.
3. Assist the inventory team with maintaining inventory levels.
4. Provide input to the Sales and Operations Planning Process.
5. Execute annual inventory pre-build plans.
6. Manage VMI program.
7. Work with outside service providers to expedite orders as needed. Work with internal team on new product development and implement production plan.
8. Define and track on-time delivery.
9. Actively participate in capacity planning.
10. Actively participate in information systems improvements.

**QUALIFICATION REQUIREMENTS:**

Minimum Technical Qualifications:

1. Associate degree in business or related field.
2. Two or more years of scheduling experience in a complex, integrated manufacturing environment
3. Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.

Preferred Technical Qualifications:

1. Bachelor's degree in business or related field.
2. Five or more years of scheduling experience

Required Behavioral Competencies:

1. Customer Focus
2. Ability to multi-task
3. Decisive Judgment
4. Detail Oriented
5. Excellent follow through
6. Active Communications
7. Organizing & Planning
8. Tenacity
9. Adaptability

10. Listening Skills
11. Problem Solving
12. Results Orientation

**POSITION CHALLENGES:**

- Balance manufacturing capacity and goals with customer demands.
- Set priorities when working with cross-functional teams with varying demands.

**SUPERVISION EXERCISED:**

- None

**ORGANIZATIONAL RELATIONSHIPS:**

- Primary internal relationships include Team Leaders, Sales, Engineering, Customer Service, Purchasing, Inventory Control, and Management.
- Primary external relationships include customers and suppliers.

**CULTURE:** Follows Kondex Values & Beliefs

Key Values:

1. Honesty and Integrity
2. Trust
3. Humility
4. Ethical
5. Safety and Wellness

Key Beliefs:

1. Common Direction
2. Personal Involvement
3. Open Communications
4. Personal Development
5. Respect and Compassion
6. Recognition

**OVERVIEW OF COMPANY**

Kondex' s mission is "Helping to Feed and Fuel the World." We are a leading manufacturer of engineered components for the agricultural, biofuel, construction, forestry, and turf markets. We are ISO 9001 and ISO 14001 certified. Our main focus is to exceed the needs of our customers. Kondex was started in 1974 and is privately owned. Annual sales have grown substantially. Our excellent growth has been the result of producing quality products and providing a high level of customer service. Kondex has a state-of-the-art 210,000 square foot facility that is climate controlled and utilizes enhanced process flows. We have a non-union workforce of approximately 250 associates. Kondex is a smoke-free environment. Kondex is recognized for its team environment and utilization of individual talents to create a high-performance workplace.

Apply online <http://www.kondex.com/apply.php> or contact Human Resources at 920-269-8598.