

# ACCEPTING RESUMES FOR:

## OPC Production Planner

### Overview of Duties

- Overall responsible for coordinating and expediting the flow of work, manpower and materials within or between departments, crafts, and work locations.
- Develop and manage a master schedule to establish sequence and lead time of each operation to meet production schedule and delivery date of marine vessels.
- Develop and manage a master schedule to establish sequence and lead time of each operation to meet production schedule and delivery date of marine vessel(s).
- Ensure daily production requirements are achieved to meet customer expectations.
- Coordinate production workflow for one or multiple projects.
- Analyze production specifications and shipyard capacities to determine manufacturing processes, manpower, material, and tools, etc.
- Determine material, manpower, and equipment requirements to meet production schedule and customer expectations.
- Communicate with craft superintendents to determine status of assigned work.
- Expedite operations that delay production schedules and alter schedules to meet unforeseen conditions.
- Ensure the smooth and cost-efficient flow of production operations.
- Provide information needed for Earned Value Management reporting.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends and holidays.

### Qualifications

- Ability to obtain and maintain a SECRET security clearance.
- Bachelor's degree in Business Administration, Management, Construction, or Engineering with five or more years' experience in a Planner or Project Manager position desired. An equivalent combination of education and experience may be considered.
- Experience working in a manufacturing environment and government contract work preferred.
- Intermediate level Microsoft Word, Excel, and Outlook experience required.
- Requires excellent written and verbal communication skills with the ability to effectively present information and respond to questions from senior management, employees and government officials.
- Ability to multi-task and prioritize tasks with strict deadlines.
- Ability to rapidly obtain, sort, filter, and analyze large volumes of data.

*Eastern offers a competitive salary and benefits package including 401(k) and Company Paid Health, Dental, & Life Insurance. Eastern proudly honors American's Veterans for their service to our country and encourages all veterans to apply at our organization. For consideration, qualified applicants may apply in confidence at:*

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or in person at:

Eastern Shipbuilding Group, Inc. - Human Resources  
13300 Allanton Road, Panama City, FL 32404 or  
134 S. East Ave., Panama City, FL 32401  
Phone: (850) 588-3946

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