



Seroyal



Planning Associate

Sudbury, MA

About Atrium Innovations

Atrium Innovations is a recognized innovative leader in the development, manufacturing, and commercialization of science-based nutritional and supplement health products. The company's mission is to be a global leader in vitamins, minerals and supplements, offering free-from science based nutritional solutions through healthcare professionals. Atrium Innovations Professional brands include Pure Encapsulations®, Douglas Laboratories®, Genestra Brands™, KLEAN Athlete®, Pharmax™, and Wobenzym®.

Nestlé Health Science invests in every employee to make certain each person can reach their greatest potential and works in an environment rooted in respect, diversity and teamwork. We focus on empowering the patients and consumers we serve to live healthier lives through industry leading nutrition and nutrition-enabling solutions by keeping their needs at the center of everything we do. We make quality and innovation our highest priorities when delivering our trusted brands such as Pure Encapsulations®, Douglas Laboratories®, Garden of Life®, and many more. We are a globally recognized leader in the field of nutrition science with our US headquarters in Bridgewater, NJ, and have over 5000 employees around the world. Come join the Nestlé Health Science family and experience exciting opportunities!

Position Overview: Planning Associate will focus on work order execution to the shop floor as it pertains to Packaging lines. Responsibilities also involve working cross-departmentally in order to accomplish job tasks.

Main Responsibilities:

- Manage the Encapsulation WO's and update notes in Access in a 0-4 week window.
- Print all WO's for Packaging lines.
- Update all Special Order snapshots as WO's are printed for bottling.
- Communicate priority Daily workload list to the Packaging team daily.
- Facilitate with QC on pending upcoming lab results and rush requests.
- Facilitate WO movement in order of priority based on QC lab results.
- Handle any issues regarding parts list issues and/inventory issues/ or labels.
- Maintain dates in JDE to avoid past due WO's.
- Review and act upon messages in the MRP system.
- Communicate any issues with affected Planners.
- Notify Manager of any urgent issues that may arise.
- Other tasks as needed.

Required Skills/Abilities:

- Bachelor's degree in a related field or comparable experience.
- Minimum 1-3 years in a manufacturing facility with a similar position.

- Knowledge of the Dietary Supplement Industry a plus.
- Computer literate.
- Working knowledge of Microsoft Office/Excel applications.
- Positive and proactive personality is required.
- Detail oriented individual who will find their niche in a multi-tasking atmosphere.

Job Type: Full-time