



## Hy-Line International

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|--|-------------------------------|
| JOB TITLE: Sales Planning Manager              | LOCATION: Dallas Center, Iowa |
| INCUMBENT: Single                              | DEPT: Planning and Logistics  |
| REPORTS TO: Director of Planning and Logistics | STATUS: Exempt                |
| Created: July 2025                             | Revision Date(s):             |

**Statement of Purpose:** The Sales Planning Manager plays a crucial role in managing the day-to-day planning, organization, and management of facilitating sales orders, including overseeing product inventory and movement among all company hatchery facilities.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

- Collaborate with the Director of Planning & Logistics and global source locations to meet the demands of assigned order schedules. Adjust plans as necessary in response to changes in production or customer demands.
- Collaborate with Director of Planning and Logistics and Commercial Director to estimate the volume of production required for globally. Analyzing sales order trends to inform planning decisions and forecast future needs.
- Monitor flow of orders with logistics team to ensure product quality and animal welfare standards are met for orders to reach the end destination on time.
- Clearly and consistently communicate status of orders in the planning process with all involved parties to ensure all are informed and working effectively together to facilitate orders.
- Identify and resolve any issues or challenges that arise during the planning and execution phases to minimize delays and ensure that deadlines are met.
- Assess production schedules and egg inventory projections and prioritize egg assignments based on orders, hatchery capacity, and egg quality.
- Maintain close communication with US production and hatchery management to align egg assignment and shipment allocation with production forecasts and timelines.
- Other duties as assigned.

## **COMPETENCY and KNOWLEDGE REQUIREMENTS**

- Bachelor of Science in Supply Chain Management or a related field
- Agriculture or Live Animal production systems preferred
- 5+ years of Production Planner/Scheduling Experience
- Experience and working knowledge with Business Central (Navision), Power BI, and other Microsoft office platforms.
- Exceptional organizational and planning skills.
- Proficiency in data analysis, reporting, attention to detail and accuracy in tasks.
- Strong communication and problem-solving abilities.
- The ability to analyze complex situations, make decisions, and solve problems effectively.
- Ability to work effectively under pressure and manage multiple priorities.
- Effective problem-solving and decision-making skills.

## Description of Physical and Mental Demands

|   |   |
|---|---|
| <b>Position:</b> Sales Planning Manager | <b>Department:</b> Planning and Logistics |
| <b>Developed by:</b> HR                 | <b>Date Created/Revised:</b> July 2025    |

### Physical Demands

On the job time is spent in the following physical activities. The amount of time spent for each physical activity is indicated below

|                             | None | Up to 10% | Up to 30% | 30% - 60% | More than 60% |
|-----------------------------|------|-----------|-----------|-----------|---------------|
| Standing                    |      | x         |           |           |               |
| Walking                     |      | x         |           |           |               |
| Sitting                     |      |           |           | x         |               |
| Talking and/or Hearing      |      |           |           |           | x             |
| Using hands to handle, feel |      |           |           |           | x             |
| Kneeling                    |      | x         |           |           |               |
| Squatting                   | x    |           |           |           |               |
| Crouching                   | x    |           |           |           |               |
| Crawling                    | x    |           |           |           |               |
| Reaching overhead           | x    |           |           |           |               |
| Reaching forward            |      |           |           | x         |               |
| Tasting or Smelling         | x    |           |           |           |               |
| Climbing Stairs             | x    |           |           |           |               |
| Rotating Trunk              | x    |           |           |           |               |
| Flexing Trunk               | x    |           |           |           |               |

### Repetitive Motion

On the job time requires the following hours of repetitive activities:

|                                | 0 | 1 - 2 | 3 - 4 | 5 - 6 | 7 + |
|--------------------------------|---|-------|-------|-------|-----|
| Repetitive use of foot control | x |       |       |       |     |
| Repetitive use of hands        |   |       |       | x     |     |
| Grasping: simple/light         | x |       |       |       |     |
| Grasping: firm/heavy           | x |       |       |       |     |
| Fine dexterity                 | x |       |       |       |     |

R = Right, L = Left, B = Both

### Work Environment Conditions

This job requires exposure to the following environmental conditions. The amount of time spent in these conditions is indicated:

|                              | None | Up to 5% | Up to 30% | 30% - 60% | More than 60% |
|------------------------------|------|----------|-----------|-----------|---------------|
| Wet, humid (non-weather)     | x    |          |           |           |               |
| Near moving mechanical parts | x    |          |           |           |               |
| Fumes or airborne particles  | x    |          |           |           |               |
| Toxic or caustic chemicals   | x    |          |           |           |               |
| Outdoor weather conditions   | x    |          |           |           |               |
| Extreme cold (non-weather)   | x    |          |           |           |               |
| Extreme heat (non-weather)   | x    |          |           |           |               |
| Risk of electrical shock     | x    |          |           |           |               |

**This position requires that weight be lifted:**

|                      | None | Up to 10% | Up to 30% | 30% - 60% | More than 60% |
|----------------------|------|-----------|-----------|-----------|---------------|
| Up to 10 pounds      |      | x         |           |           |               |
| Up to 25 pounds      |      | x         |           |           |               |
| Up to 40 pounds      | x    |           |           |           |               |
| Up to 50 pounds      | x    |           |           |           |               |
| Up to 75 pounds      | x    |           |           |           |               |
| Up to 100 pounds     | x    |           |           |           |               |
| More than 100 pounds | x    |           |           |           |               |

FH = Floor to Waist, H = Horizontally, O = Overhead, WA = With Assistance

**This position requires that force be exerted by pushing/pulling:**

|                      | None | Up to 10% | Up to 30% | 30% - 60% | More than 60% |
|----------------------|------|-----------|-----------|-----------|---------------|
| Up to 10 pounds      | x    |           |           |           |               |
| Up to 25 pounds      | x    |           |           |           |               |
| Up to 50 pounds      | x    |           |           |           |               |
| Up to 100 pounds     | x    |           |           |           |               |
| More than 100 pounds | x    |           |           |           |               |

WA = With Assistance

### The typical noise level is:

- ☐ Very Quiet
- ☒ Quiet
- ☐ Moderate Noise
- ☐ Loud Noise
- ☐ Very Loud Noise

### Hearing Requirements:

- ☐ Ability to hear equipment alarms
- ☒ Ability to hear person call
- ☒ Ability to hear instructions from employees or leaders

### VISION REQUIREMENTS:

- ☐ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 ft or more)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (3-dimensional vision, ability to judge distance and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☒ No special vision requirements

### OTHER PHYSICAL/MENTAL DEMANDS:

- ☒ Travel is required:
  - ☒ less than 50% of the time
  - ☐ 50% of the time
  - ☐ More than 50% of the time
- ☒ High volume workload
- ☐ Mentally stressful conditions
  - ☐ 25% or less of the time
  - ☐ 25-50% of the time
  - ☒ More than 50% of the time
- ☐ Other:

**Reasonable accommodations will be considered to enable individuals to perform the essential functions of the position.**

I have received a copy of my position description, the responsibilities and requirements of the role and the physical/mental demands of the position. I acknowledge that I am able to perform all of the duties stated with or without reasonable accommodation. Further, I understand I am responsible for notifying my employer if any reasonable accommodations are required for me to perform my duties and responsibilities as outlined.

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Employee Signature

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Date Signed