

Planning Specialist

Location: Carmi, IL

Department: Operations

Reports to: Planning Manager

The Opportunity

At Elastec, great planning helps great work happen.

As a **Planning Specialist**, you'll support our Planning Manager and Buyer while working with teams across the organization to improve workflows, reduce waste, and help our operations run more efficiently. This is an opportunity to build hands-on experience in planning, process improvement, data analysis, and cross-functional collaboration while making a real impact on how we work.

If you're naturally curious, organized, comfortable working with data, and enjoy finding ways to make a process work better, this could be a great opportunity to grow your career with Elastec.

What You'll Own

- **Planning & Process Improvement Support**
Support the development and coordination of process improvement programs designed to increase efficiency and effectiveness.
- **Workflow & Value Stream Analysis**
Work with departments across Elastec to understand existing systems and workflows and help identify opportunities to improve them.
- **Improvement Events**
Help coordinate process improvement events, including scheduling and assisting with staff assignments and preparation.
- **Data & Reporting**
Assist with gathering, compiling, and analyzing data and help prepare statistical and narrative reports that support operational decision-making.
- **New Processes & Methodologies**
Support the introduction of new methodologies, coordinate implementation activities, monitor results, and help make recommendations based on what the data tells us.



100% Employee Owned

- **Employee Education & Communication**

Help educate employees about process improvement programs, workflow changes, and the purpose behind new processes.

- **Cross-Functional Collaboration**

Build relationships with employees and teams across the organization to help improvement initiatives move from ideas into action.

What You'll Bring

We're looking for someone who is **organized, analytical, curious, and eager to learn**. You don't have to know everything on day one—we're looking for someone who can ask good questions, learn how things work, and help us find better ways to do them.

You'll bring:

- A **Bachelor's degree in Business Administration or a related field**.
- **1–3 years of professional experience** with process improvement, workflow, planning, or a similar area.
- Experience or knowledge of **data analysis**.
- Understanding of **change management** and process improvement concepts.
- Familiarity with managing or participating in **process improvement cycles**.
- Strong communication skills and the ability to work effectively with employees and leaders across departments.
- Strong organizational skills and attention to detail.
- The ability to look at a process, understand how the pieces fit together, and identify opportunities for improvement.
- A willingness to learn, collaborate, and take ownership of your work.

Technology & Technical Skills

You should be comfortable working with technology and business systems, including:

- Microsoft Office
- Sage 100 or similar business/accounting software
- Contact management software
- AutoCAD Inventor or equivalent software

What Success Looks Like

Success in this role means becoming someone our teams can count on to help make work **simpler, more efficient, and more effective**.

You'll learn how our operations work, build relationships across departments, use data to understand opportunities, and help turn improvement ideas into practical solutions.



100% Employee Owned

This is a role where you can develop valuable experience while seeing the results of your work firsthand.

The Work Environment

This is a professional office-based role with regular interaction in our production facility. While in the production environment, you may experience normal manufacturing conditions including forklift traffic, mild chemicals, and moderate noise.

The role requires regular sitting, talking, walking on concrete, and occasional lifting of up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Why This Role Matters

Elastec's work supports environmental cleanup around the world. Behind every product and solution is a team of people working together to make things happen—and effective planning and continuous improvement help make that possible.

If you're ready to grow your skills, contribute ideas, and help Elastec find better ways to work, **we'd like to meet you.**