

Production Planner

Reporting into the Supply Chain Manager, you will be an integral part of the Supply Chain Team, as well as closely supporting other functions throughout the business. You will be responsible and take the lead on planning functions, ensuring that the day-to-day business requirements and longer-term goals are achieved. You will ensure that customer orders are captured and efficiently converted into customer deliveries by acknowledging sales orders and generating production schedules, to ensure that both customer and business targets are achieved.

Key responsibilities

- Scheduling of new work into the production plan, by order acceptance through the Contract Review process, utilising all resources effectively
- Capacity planning generation and maintenance of key metrics
- Attend meetings with key business stakeholders, to provide appropriate updates on available hours and spare capacity, highlighting key issues
- Work closely with the Procurement Operations Team, to ensure material availability for job start date is achieved
- Generation and maintenance of production jobs to support capacity throughput
- Ongoing review of material inventory to support current and upcoming jobs
- Management and creation of jobs to satisfy internal demands, including Engineering and Project Teams
- Key customer demand management and forecast maintenance
- Daily interaction with all operations supports departments
- Troubleshoot and resolve problems that occur during production
- Building ERP production scenario models for potential or project orders
- Support with any other tasks as identified by the Supply Chain Manager

Critical skills required for role

- Strong planning and organisational skills
- Ability to work on own initiative and set workload priorities.
- Strong communication and analytical skills
- Ability to communicate effectively with all levels of the organisation both internally and externally.

Required qualifications / experience to demonstrate competence in role:

- Degree / HND in a business studies or related discipline or able to demonstrate a proven track record with relevant experience.
- Good understanding of Supply Chain and its interaction with Planning
- Good understanding of purchasing requirements and techniques.
- Good understanding of reading drawings, including multiple level BOM structures.
- Proven production-planning experience within a manufacturing environment.
- ERP / MRP system management experience, ideally Syspro.
- Proficient in Microsoft office applications with a detailed understanding of excel.

Location: Llangeinor

ADDRESS Bettws Road, Llangeinor, Bridgend, CF32 8PL
PHONE +44 (0) 1656 727000

Job Type: Full time, permanent position, 4-day week, 36 hours Monday-Thursday

Our Benefits Include:

- Pension Salary Sacrifice Scheme
- Cycle to Work Scheme
- Long Service Holidays/Awards
- Corporate Eye Care Vouchers
- Life Assurance Scheme
- Company Sick Pay Scheme
- Tea & Coffee provided

You may have experience of the following: Production Planner, Planner, Master Scheduler, Buyer, Planner, Production Scheduler, Material Planner, Scheduler, Production Control Manager, Materials Planner etc