

Job Title: Production Planning Co-ordinator

Reporting to:
Office Manager

Responsibility for:
N/A

Overall purpose of the job:

To coordinate and plan production activities to ensure parts are manufactured in a cost-effective way and are distributed to customers on time.

Key activities:

1. Manage, review and analysis of customer order schedule, add new or changed order requests and update production schedule and internal systems.
2. Work with LME and operations team to co-ordinate and plan production activities, improve runtime and ensure EBQs are adhered to.
3. Plan production tasks and schedules according to customer orders, assist with job cards and allocation of materials.
4. Assist with the development of reporting capabilities on MRP systems.
5. Liase with Administrator to ensure purchased materials are available and to avoid inventory shortages.
6. Monitor schedules and portal to identify and escalate any risk to production and delivery schedules.
7. Assist with stock take and MRP reconciliation, liase with team to ensure purchased materials are available to avoid inventory shortages.

Common activities:

1. Complete documentation and maintain records in line with quality standards.
2. Provide cover for colleagues.
3. Participate with team working, information sharing and Continuous Improvement Programmes.
4. Practice good housekeeping by applying 5S principles and practice good safety procedures including wearing PPE when required.
5. Perform any other duties as may reasonably be required from time-to-time.
6. Perform the job in accordance with the company's policies and procedures.

Any special requirements:

- Whilst performing this role, the employee may be required to stand, bend, kneel, twist and reach overhead.
- Capable of working flexible hours as required to meet business needs.

The above is not an exhaustive job description, you may be asked to do other duties in the Mould Shop or another department that is within your capability.

Personal Specification:

The right candidate will be able to demonstrate key attributes to enable them to fulfil this role, however attitude and aptitude are the critical factors.

No injection moulding experience is required as full training will be provided, however candidates with prior experience may be given priority.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English or equivalent 	<ul style="list-style-type: none"> Full clean UK driving licence 5 GCSEs or equivalent
Skills and Experience	<ul style="list-style-type: none"> Proficient in Microsoft tools including Excel. Project analyst experience. Ability to create and analyse reports. Understanding and knowledge of planning tools. Understanding and experience of MRP systems. 	<ul style="list-style-type: none"> Experience with Sage 50 or Sage 200. Project management experience. Master schedule production planning experience. Understanding of business operations. Proficient in development, update and maintenance of MRP systems.
Competencies	<ul style="list-style-type: none"> Excellent planning, organisational and time management skills. Ability to work to deadlines and targets whilst maintaining quality. Able to demonstrate analytical, problem solving, innovative and decision-making skills. Accuracy and attention to detail. Ability to demonstrate and lead by example best practice and have a continuous improvement mindset. Logical problem-solving abilities. Good communication skills. Ability to multitask. Ability to work as part of a team as well as independently. 	<ul style="list-style-type: none"> Commercial awareness and decision-making skills. Excellent interpersonal and communication skills including presentation and influencing skills.



MOULDINGS

	<ul style="list-style-type: none">• Ability to follow a process from a written instruction.	
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