

Post title	Scheduler/Planner
Division	Logisitcs
Reporting to	Logistics Assistant Manager

Post Definition/Purpose

The Scheduler / Planner role coordinates and expedites the flow of work and materials within, or between, Departments according to daily and weekly production schedules. Duties include reviewing and distributing production and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; inventory levels, resolving stock variances and problem solving. Interaction with both Customer and Supplier is also a key element.

Key Responsibilities

- Customer / Supplier interface
- Receipt & Processing of Customer Schedules
- Issue of Supplier Schedules / Call Offs
- Coordinate Sub-Contract requirements to meet stock profile requirements.
- Organise & confirm external transport arrangement.
- Creates Production schedule and prioritises job-orders for production optimization.
- Maintains the production schedule and other reports as required.
- Progress daily production requirements to achieve Customer expectation
- Analyse and prepare documents needed for production.
- Issue & Control of labels
- Complete status reports for production progress.
- Prepare Customer Shipping Plans
- Interacts with shop floor management on a daily basis to resolve issues regarding manufacturing concerns
- Support stock control / accuracy requirements
- May be asked to perform other duties at a lower level or higher level of proficiency.

Skills & Abilities

- Experience in a manufacturing environment preferred.
- Good level of Microsoft Office products; strong Excel and computer skills.
- Good organizational and communication skills.
- Detail-oriented, ability to multi-task and prioritize tasks with strict deadlines.
- Good customer service/phone skills and flexibility for handling a wide range of activities.
- Using logic and reasoning to identify solutions to problems.
- High level of accuracy in work preparation.
- Demonstrate personal time management skills.

Package

- 25 days holiday (mostly fixed with plant shut downs) + 8 Bank holidays
- 37.5-hour week working Monday to Friday.

- Fixed term contract potentially leading to permanent contract.
- Potential for advancement in Company.
- Overtime (up to 1.5 hours compulsory overtime per day depending on business need)
- Work wear provided
- Free parking
- Shift Pattern - Monday to Thursday 7.00am-15.30pm, Fridays 7.00-15.30pm