



Scheduler / Planner - Logistics

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

Job Summary:

Customer / Supplier interface
Receipt & Processing of Customer Schedules
Issue of Supplier Schedules / Call Offs
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 daily 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.

Essential skills / experience

One years' experience in a manufacturing environment preferred.
Understanding 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.
Demonstrate personal time management skills.
Full training and development program will be provided for the right candidate demonstrating a strong desire and a can-do attitude.

Package

25 days holiday (mostly fixed with plant shutdowns) + 8 Bank holidays.
37.5-hour week working Monday to Friday.
Competitive salary
Paid Overtime (up to 1.5 hours compulsory overtime per day depending on business need) as agreed by the Logistics Manager.
Fixed term contract potentially leading to permanent.
Workwear provided.
Free parking
Training & Development plan.
Potential for advancement in the Company.
Working a day shift pattern rota.
DAYS – 07:00am – 15:30pm – Monday to Thursday
07:00am – 14:30pm – Friday