

G-TEM

Logistics Planner/Scheduler

The Logistics 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 with department supervisor to determine progress of work and completion dates; inventory levels, resolving stock variances and problem solving.

Job Role

- Customer/Supplier interface
- Receipt & Processing of Customer Schedules
- Issue of supplier schedules /Call offs
- Create Production schedule and prioritises job orders for production optimization
- Maintain the production schedule and other reports as required
- Progress daily production requirements to achieve customer expectation
- Analyse and prepare documents for production to progress
- Issue and control of labels
- Complete status reports for production progress
- Prepare customer shipping plans
- Interact 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

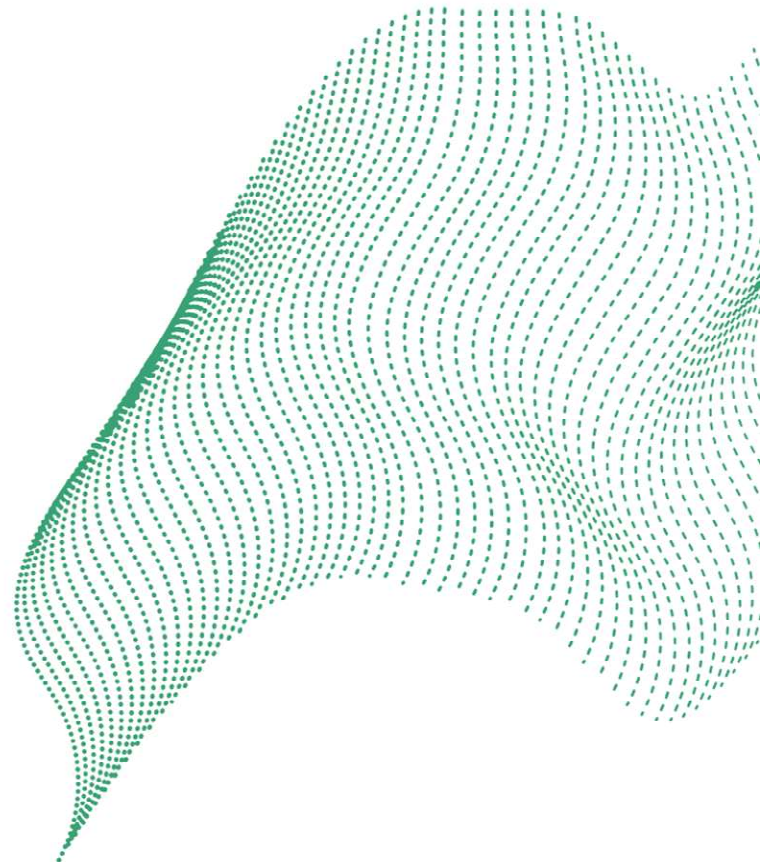
- One years' experience in a manufacturing environment preferred
- Understanding of Microsoft Office products; strong Excel and computer skills
- Good organizational and communication skills
- Detail oriented, ability to multi-task and prioritize with strict deadlines
- Good customer service/telephone 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
- Adherence to Dept & Plant Health, Safety & Environmental Policy

Person Profile

- Enthusiastic and a positive attitude
- Aptitude for problem solving & accuracy
- Good communication skills
- Able to prioritise your workload & work to set targets
- Ability to work as part of a team
- Willing to learn on own initiative and by shadowing existing staff

Company Package

- 25 days holiday + 8 bank holidays (mostly fixed in line with customer requirements).
- Monday to Friday working week.
- Hours of work: 07.00am to 15.30pm Monday to Thursday/07.00am to 14.30pm Friday.
- Paid overtime for hours worked over 37.5.
- Training and progression opportunities available.
- Uniform and PPE provided.
- Free on-site parking with EV charging.
- Free eye test vouchers.
- Long service awards.
- Employee referral scheme (Earn up to £250 per referral).



Interested?

Apply online via our website:

<https://g-tem.co.uk/careers/>

