

March 2017

JOB PROFILE

Job Title: Production Planner
Hay Grade: H14
Department: Planning

Purpose:

- Plan the manufacturing areas to ensure on time and in full delivery to promise, at optimised manufacturing efficiency, whilst maintaining stock levels to target.
- To support all activities in the planning department

Job Content:

- Produce production plans that fully service the needs of the customer/distribution schedules maintaining inventory levels, production efficiencies and service levels on all sold/distributed products.
- Deliver production plans and schedules that are customer /distribution order driven for sold products
- Use SAP and supporting systems to release and schedule manufacturing orders to support the production plan.
- Ensure that materials are available in a timely fashion, preventing disruptions to downstream production and dispatch plans and therefore service levels.
- Propose improvements in the use of computer planning systems to improve working practices.
- Liaise with other planners to ensure full awareness of any potential material shortages that may impact on customer service levels.
- Liaise with Technical and R&D in the use of the Formulation Management system, to ensure that the correct formulation is available in a timely fashion to allow manufacturing of goods to the agreed plan and minimize disruptions.
- Use SAP and supporting systems to release manufacturing orders to support Production trials.
- Create and maintain SAP Material masters, Bills and Routes from PM2 data, usage data, forecast data and as directed by Planning Manager.
- Cover the other planning/Inter-company order activities when the Planner is on leave/sick.
- Report on all material shortages which affect the plans and suggest actions to prevent future recurrence.



Success Factors:

- Zero material shortages.
- Maintain product stocks within agreed levels.
- On-time delivery at/above target.

Job Knowledge:

- Thorough understanding of SAP, SFOI and product support systems and procedures.
- IT literate with knowledge of excel.
- An effective communicator at all levels.
- Highly motivated and committed delivering plans and schedules.
- Good understanding of Wantage products and manufacturing process flows.

