



Job Description

Title:	Production Planner		
Prepared by: Nick Claydon	Date: 13 th January 2012		
Location:	Viking Way		
Purpose of Role:	<p>A full time member of the Operations team with responsibility for:</p> <ul style="list-style-type: none"> • Preparing and maintaining the master production schedule • Maintenance of the Sales forecast • Maintaining manufacturing lead times • Fulfilling lead-time requests for the sales team and advising of revised product ship dates • Liaison and negotiation with the purchasing team regarding material constraints, with the aim of achieving the optimum outcome 		
Dimensions of Role:	<p>To ensure the master production schedule is prepared and updated on a regular basis and in a timely manner to support the Sales forecast ambitions and provide a consistent flow of work to the Stores and Production teams, whilst meeting the ever changing short-term demands of the business. Liaise closely with the purchasing team regarding material constraints and with the sales team regarding lead-time requests and revised ship dates, negotiating to achieve the optimum outcome.</p>		
Reporting Relationships:	Reports to the Senior Production Planner		
Key Accountabilities:	% of time	Accountability:	Measure of Success:
	70	<p>Prepare and maintain the master production schedule liaising with Sales, Production, Purchasing and Stores as required to ensure the optimum plan is achieved. Ensure that necessary actions are taken by the respective departments</p>	<p>Smooth running of the production schedule and a good grasp of short-term changes in priority</p>
	15	<p>Own general planning administrative tasks and make</p>	<p>Appraised as willing, able and</p>

		improvements as necessary	diligent in these duties
	10	Provide timely lead-time information to the sales team upon request and provide timely updates on changes in product availability	Appraised as willing, able and diligent in these duties
	5	Own the maintenance and updating of Sales and stock forecast records, and make improvements as necessary	Appraised as willing, able and diligent in these duties
Key Relationships:	<p>Primary relationship with Production, Purchasing, Stores and Sales departments.</p> <p>Secondary relationship with Quality, Technical and Finance departments.</p>		
Key Challenges:	<p>Needs to analyse sales, sales forecasts and stock demands and prepare a long range production plan that reflects the company's ambitions, whilst monitoring and reacting to the ever changing short-term priorities.</p> <p>Needs to be able to ensure that actions that impact the MPS are carried out in a timely manner by the relevant departments</p> <p>Needs to suggest changes as required to stock or forecast levels</p> <p>Needs to identify potential planning, material or workload problems and negotiate with appropriate staff to achieve optimum solutions and ensure actions are followed through</p> <p>Needs to balance focused effort with timeliness to ensure that the MPS is effectively prepared and maintained</p> <p>Needs to ensure that the short-term nature of the MPS is managed so that the production and stores department have a consistent flow of work</p> <p>Needs to have some skills in the understanding of project plans in the context of new product introductions to production</p> <p>Needs to establish key internal relationships that will help to facilitate these objectives</p>		
Person Specification:	<p>A recognised qualification in a Manufacturing discipline, ideally production planning, would be advantageous</p> <p>Experience of small to medium size electronics batch manufacture in a fast moving, make to stock environment, where regular changes in priority result in an ever changing MPS</p> <p>Meticulous attention to detail, flexible attitude</p> <p>The following specific characteristics are desirable:</p> <ul style="list-style-type: none"> • Experience of MRP/ERP planning tools • Familiarity with production planning • Able to communicate with staff at all levels within the entire Adder corporation <p>Experience with Windows based software, spreadsheets, email</p>		

