

Graduate Vacancy

Job Reference Code	TGR 1674
Job Title	Graduate Production Planner – Blackburn Site
Salary	Circa £20,000, excellent progression.
Location	Blackburn
Degree Required	Relevant Degree
Skills Required	<ul style="list-style-type: none"> • Good I.T. skills, particularly in Excel and MRP systems • Can understand production processes • Excellent organisational skills • Ability to work quickly, accurately and pay attention to detail • Able to work well under pressure and to tight deadlines • Able to identify problems and review related information to develop and evaluate options and implement solutions • Ability to communicate in a confident, professional and polite manner to all areas of the business
Description of Role	<p>OVERVIEW TO COMPANY: Our food manufacture client is part of a global group with revenue of €600million.</p> <p>TARGET</p> <p>To plan, schedule and coordinate the manufacturing process to meet the demand for products in a timely and efficient manner</p> <p>Key-Result areas/ assessment areas</p> <ul style="list-style-type: none"> • Improvement of customer service levels to target and above • Maintain stocks levels to target throughout the seasonal cycle • Produce weekly production and packing plans which are efficient for the factory • Improvement of weekly plan change levels to target and above • Develop and improve systems within the Planning function • Record and present plan attainment and other information to deadlines

Key objective

- Ensure inventory levels are consistently planned to be at target to maximize service, minimise storage costs and life issues
- Ensure NPD is integrated in to the plans within the correct timescales
- Create a 8 week plan (short-medium term) weekly and review with Demand Planning Manager and Factory Management to confirm production tonnage, labour recovery value and labour requirements match the longer term plan
- Ensure that efficient and challenging but achievable plans are provided within good time to the factory
- Review short orders daily. Amend plans in line with changing customer orders and any other factors to ensure all orders are delivered on time and in full. Inform other departments of any unavoidable shorts and when stock will be available
- Record and report plan attainment on a daily basis

Quantitative data

- Customer service levels
- Plan attainment
- Plan changes
- Stock valuation
- Stock cover

Competencies/ level of independence

- Produce weekly 6 week plan
- Produce weekly production and packing plans
- Duty to report/submit/complete:
 - Daily and weekly plan attainment
 - Daily shorts against orders
 - Weekly waste numbers
 - Update buttons and centres weekly
 - Weekly plan changes
 - Create WOAD's for factory to book production against

Communication on Objectives

The job holder's objectives are decided with their manager during performance review meetings

HOURS OF WORK: 8am to 4pm Monday to Friday 1 hour lunch

	<p>SALARY: Circa £20,000, excellent progression.</p> <p>HOLIDAY: 20 days holiday plus bank holiday rising by 1 day per year until a maximum of 25.</p> <p>BENEFITS: 3% matched pension after 3 months service, 1 week's sick pay after 1 year of service. Free parking, staff purchases of products available, opportunity to progress to Senior Production Planner, or Forecasting Analyst.</p>
Vacancy Availability	Immediate Start