



Job Vacancy

PRODUCTION PLANNER ADMINISTRATOR

Reports to

Production Planner Team Leader.

Shift

8am-4pm.

Role Description

To assist Production Planner Team Leader and Manager in achieving departmental goals by reviewing new orders and chasing existing ones, also providing feedback to customer services team by resolving queries raised by them.

Key Responsibilities

- Analyse back orders, current orders, and upcoming orders to prioritise, plan and schedule the production operations and warehouse operations to agreed planning policy and production capabilities.
- Liaise with other departments and internal customers to ensure continuity of customer service.
- Planning late shipped and failed orders by monitoring the execution of the production plan and resolve any potential issues in a timely fashion.
- Communicate production status to managers and customers on a regular basis.
- Stock allocation & reservation of booked containers and delivered stock.
- Dealing with queries raised by other departments.
- Adhere to company standards and production policies to meet Company objectives.
- Supporting Production Planner Team Leader in chasing orders for priority customers.

Competencies

- Good understanding of the site H&S expectations.
- Detailed understanding of Epicor ERP.
- Working Knowledge of MS Office package especially MS Excel.
- Strong communication skills.
- Ability challenge both internal and external stakeholders.
- Accurate worker with strong numerical ability.
- Self-motivated individual that is comfortable working independently.
- Good analytical and problem solving skills.
- Ability to read and interpret written instructions.

Education and Experience

- Ideally has previous experience using Epicor ERP.
- Minimum of grade C in both English & Maths GCSE (or equivalent).

To apply, email your CV and why you would be suitable for the role to support@distinctiondoors.co.uk.