|  |  |
| --- | --- |
| The finer details Which site am I based at?  Isleport, Acorn House  Which team am I a part of?  Planning (Supply Chain)  Who do I report to?  Planning Shift Manager  Who do I look after?  N/A  Team size?  N/A  Do you have responsibility for a budget  No Qualifications & experience **Essential:**   * Experience of Production Planning in a multi-sku FMCG business. * Confident Communicator * Excellent IT skills & MS Office skills. * Excellent numeracy & literacy skills. * Effective time management skills. * Experience in other software packages – Power BI, Smartsheet, and Microsoft Office & Teams   **Desirable:**   * Experience of MS Dynamics * Good knowledge of Supply Chain operations and Demand Planning, ideally in FMCG supporting retail partners and/or supply chain qualification * Degree or equivalent professional qualification | FTC Project Support Plannerjob description**The purpose of your role** Works as integral team member for the Production Planning, Customer Demand and Supply Planning Team.  You are responsible for supporting the delivery of Planning projects that achieve the best possible customer service whilst supporting optimised manufacture and use of materials.  **Your responsibilities:**   * Support the implementation of APS (Relex) software by providing cover and support to the Planning team. * Support an ice cream project aimed at maximising plan efficiency ready to deploy the ice cream wave of Relex. * Support building a 12-week ice cream plan, coordinating the material delivery required with the Supply Planning team. * Generate accurate reports using existing systems to support the Planning Team in delivering the customer service the business requires. * Support the development of finished goods expiry and derogation management systems, integration future-proof tools and processes into Relex. * Effective liaison with the Manufacturing and Supply Planning operations to support the Planning Team.  **What good looks like for this role:**Good problem-solving skillsGood administrative skillsAbility to analyse data and provide insights for improvements / enhancementsAdapts to changing circumstances.Able to work as part of a team, upholds the ethics and values of the business and demonstrates integrity.Makes a positive personal impression on others. Gains clear agreement and commitment from others by collaborating and sharing ideas and best practiceDemonstrates an interest in others, adapts to the team and builds team spirit, recognise and rewards the contribution of others. Listens and consults others communicating proactively.Aligned to the Company’s values and leadership principles:**Everyone is the same**; We’re all human, with similar needsHumble, high performing leadership; We don’t rely on hierarchies and have high expectations of ourselves**Transparency**; We share as much information as possible. Listen first; We actively seek feedback from as many colleagues as possible on our performance, the business and the work experience**Inclusivity**; We value the contribution that every individual can make -bringing different skills, perspectives, personalities and cultures to help our business flourish**Trust**; We have faith in each other to do the right thing**Good humour and generosity**; Working here should be fun, we ecognize the importance of small acts of generosity, celebrating success and focusing on the value of spend and not just the cost |

### HR use

Date of last review: Job reference no: Job level:

Job family: