



Production Support Planner

job description



the finer details

Which site am I based at?

Isleport, Acorn House

Which team am I a part of?

CDPR (Supply Chain)

Who do I report to?

Planning Team Manager

Who do I look after?

N/A

Team size?

N/A

Do you have responsibility for a budget

No

the purpose of your role

Works as integral team member for the Customer Demand, Planning & Replenishment Team.

You are responsible for supporting the maintenance, and delivery of effective production plans and schedules to achieve the best possible customer service whilst supporting optimised manufacture and use of materials.

Your responsibilities:

- ♥ Through effective use of existing software systems support the provision of stable, effective production plans to the manufacturing operations and schedules to meet the customer demand forecast.
- ♥ Generate accurate reports using existing systems to support the Planning Team.
- ♥ Effective liaison with the manufacturing and replenishment operations to support the Planning Team.
- ♥ Produce accurate, reliable, and timely reports to advise the wider business of any risks to service level.
- ♥ To escalate any significant risks and impacts to plan achievement which may result in a significant impact to customer service.
- ♥ To provide effective flexible cover for all holidays and absence necessary to support the effective operation of the Production Planning function.
- ♥ Build and maintain excellent relationships, confidence and trust with internal teams. To create shared understanding and effective solutions.

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qualifications & experience

Essential:

- ♥ Good academic level of education.
- ♥ Confident Communicator
- ♥ Excellent IT skills & MS Office skills.
- ♥ Excellent numeracy skills.
- ♥ Effective time management skills.

Desirable:

- ♥ Experience of MS Dynamics
- ♥ Short shelf life Food industry experience.
- ♥ Smart sheet and other Microsoft packages.

What good looks like for this role:

Good problem-solving skills

Good administrative skills

Ability to analyse data and provide insights for improvements / enhancements

Adapts 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 practice

Demonstrates an interest in others, adapts to the team and builds team spirit, recognises and rewards the contribution of others. Listens and consults others communicating proactively.

HR use

Date of last review:

Job reference no:

Job level:

Job family:

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