

JOB DESCRIPTION

Job Title: Production Planner - Hawick

Department: Planning HWK

Vacancy Code: BM08

Requirement Overview

Reporting to the Factory Manager - Hawick, this position drives achievement of customer satisfaction by ensuring delivery of the correct products on time, and with the required quantities.

The role will initially encompass Planning/Scheduling for the Hawick Factory as part of UK Business ensuring that planning and delivery maximizes efficiency, load and capacity, cost management and customer satisfaction.

This will be possible by building and managing the Hawick master plan and schedule, by managing internal capacity & demand. The role is responsible for providing timely and accurate information pertaining to sales, inventory and operations planning to all stakeholders, to support cost control & improve factory productivity & efficiency

it would suit candidates who are used to working in a fast-paced dynamic environment, who are confident in prioritizing workloads and adapting workload with changing business demands.

Previous significant demonstrable experience in a manufacturing /Planning/ Scheduling environment is desired. The position works as part of production teams and an ability and willingness to learn contribute and work effectively to meet the goals of the team and operation are essential.

As a core member of the operations team, the role plays an important role in meeting Production Targets and will identify process, plan or line issues to leaders and any other tasking associated with the meeting of our production requirements as directed or required.

Role and Responsibilities

- 1) Develop local production plans along with the relevant business stakeholders.
- 2) Maintaining and assisting in the running of the master production schedule by adhering to job start and completion dates
- 3) Assisting in defining and implementing balanced production plans & leveled schedules
- 4) Weekly reporting of KPI metrics showing volume of work and delays – highlighting key areas for improvement
- 5) Use analytical and quantitative methods to understand, predict and enhance supply chain processes
- 6) Meet individual targets set by their line Manager
- 7) Support the SIOP process by developing and producing accurate forecasts
- 8) Develop and maintain reports, helping to identify where the business can improve



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- 9) Monitor the order intake & order book. Predict shortcomings, in particular under and overload situations and keep stakeholders updated as appropriate
- 10) Develop a Finished stock and WIP control system
- 11) Monitor and drive improvement in OTTP/OTIF
- 12) Identify production bottle necks
- 13) Serve as the day-to-day interface for supply planning, to manage change and balance supply and demand. Assist in the resolution of issues to achieve Demand & Supply plans. Participate in development and evaluation of “what-if” simulations to resolve demand-supply imbalances.
- 14) Pro-actively helping with solutions to improve production

Person Specification

The successful candidates will need to demonstrate on a sustained basis in their employment the following.

- 1) Highly competent computer and analytical skills
- 2) Strong ability to time manages and prioritize work
- 3) Ability to work within a team, build rapport and credibility with colleagues
- 4) Demonstrate the ability to lead and facilitate progressive change
- 5) Self-starter capable of chasing issues to resolution
- 6) Detail & data driven
- 7) Problem solver and decision making
- 8) Critical thinking – can challenge assumptions
- 9) Active listener
- 10) Excellent written and oral communication skills.
- 11) High level of computer literacy, experience with MS Office & ERP systems
- 12) Understanding of MRP systems will be an advantage
- 13) Anticipate needs and responds to concerns
- 14) To communicate clearly with existing and potential external partners and to other staff at Emtelle, in respect to activities processes and methodologies employed in the department.
- 15) Highly self-motivated, disciplined and organised.
- 16) Time Management, they will deliver a high and sustained standard of attendance and timekeeping.
- 17) Focused on cost management.

Knowledge

- 1) GCSE/National 5 or above in Mathematics or to a demonstrable equivalent standard: Essential
- 2) GCSE/National 5 or above in English or to a demonstrable equivalent standard: Essential



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Experience

- 1) Manufacturing experience in a comparable environment and disciplines: Essential
- 2) Computer literacy in MS Office Products and MRP systems: Essential

Skills

- 1) Bachelor's degree in relevant field: Desirable
- 2) Planning experience within a technical manufacturing company: Essential
- 3) Proven experience in change management: Desirable
- 4) SIOP / IBP training courses and/or certification(s): Desirable
- 5) Sense of urgency in completing tasking to required targets in terms of output quality and time.
- 6) Ability to work as part of a team: Essential



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