

ROLE DESCRIPTION

Role Title:	Assistant Production Planner
Department:	Engineering and Operations
Role Type:	Full-time/permanent
Location:	Mildenhall
Reports to (Title) :	Production Planner

Role purpose:

Assistant Planner will support the Production Planner in all aspects of planning for the manufacture of sub assembly and finished goods. You will work closely with customer service, production and logistics departments to ensure customer requirements are met in a timely manner.

Key Accountabilities:

- Support the Production Planner and assists in tasks that determine manufacturing priorities based on established daily / weekly production schedules
- Lead/assist visual factory activities within the production department to include GEMBA and SQDIP activities
- Significantly contribute to delivering all KPI targets within the production department to include Quality, and efficiency
- Deputise for Production planner and supervise and deploy production operators, Technicians and Production Engineers ensuring full utilisation of responsible production areas
- Assists in the development a production schedule detailing all tasks and when they should be completed by to meet predicted completion date
- Analyse back orders, current orders and upcoming orders to prioritise, plan, and schedule the production operations
- Effecting changes to production schedules to ensure that production deadlines are met
- Liaises with sales department to determine customer requirements
- Promptly informing the relevant departments of changes to current production schedules
- Efficiently utilises manufacturing equipment, to determine resource required to manufacture goods
- Calculates run time durations
- Liaises with purchasing department to ensure all materials will be available when required
- Monitor manufacturing progress to ensure it's following the schedule
- Troubleshoots problems that occur during production, including staff shortages and machinery malfunctions
- Organises manufacturing paperwork, including works orders, and maintains records
- Monitor production and raw material costs
- Collects and assesses data regarding the production and team's performance
- Prepares reports about production processes senior management and suggests ways to improve efficiency
- Plan inventory management processes to avoid shortages and excesses
- Adhere to company standards and production policies to meet company objectives
- Any reasonable activity to support the performance growth and profitability of Camden Boss

Role Description – Assistant Production Planner

Decision making and influence:

- Required to make decisions within remit above and to escalate issues with significant risk/implication to Head of Production
- Objectives are provided and will be regularly reviewed
- Direction is available as required from line manager
- Act as a role model for the production function, leading by example and championing the Core Values in all activities and interactions.

Knowledge, Skills & attributes:

Essential		Desirable	
1	Educated to a minimum of GCSEs with passes in Maths and English (minimum grade 4)	1	CIPS qualified or equivalent
2	Previous experience of working in an engineering environment	2	Practitioner of Lean manufacturing techniques and methodologies
3	Experience with ERP/MRP systems	3	Working knowledge and experience of GEMBA or similar
4	Experience of maintaining manufacturing documentation	4	Working Knowledge and experience of SQDIP or similar
5	Effective management and prioritisation of tasks	5	Previous experience of production planning
6	Motivated by continuous improvement		
7	Understanding of Lean manufacturing techniques		

Other information :

- **Core Values** - the post holder must live the Company values and encourage others to do the same at every level in the business
- **Interpersonal Skills** – able to communicate, interact and work well with others; open to others ideas and inputs; works with others to find a mutually agreeable outcome
- **Initiative** – proactive, self-starter; looks for opportunities for improvement and implements; suggests and develops innovative approaches and ideas
- **Communication** – strong oral and written communication skills; clear and persuasive; listens to others and seeks clarification, contributes and gives input to discussion
- **Strategic thinking** – understands business goals and objectives and seeks to develop strategies and initiatives to support these; identifies risks and opportunities; understands business implications of decisions
- **Decision making** – willing to make decisions and includes appropriate people in decision making process; makes timely decisions.