



## **Job Description**

**Job Title: Production Planner**

**Reporting to: Senior Manager: Materials & Production Control**

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### **Description:**

The Production Planner will be responsible for the scheduling and processing of production requirements.

### **Duties & Responsibilities:**

- Generation and Implementation of planned schedule in accordance with Master schedule requirements.
- Materials planning to achieve master schedule requirements.
- Resource planning to achieve master schedule requirements.
- Interdepartmental liaison with engineering, purchasing, materials and manufacturing as required, in order to meet planned schedule.
- Reporting on schedule status in daily production meetings.
- Production, Materials planning and general administrative duties.

### **Essential Skills & Experience:**

- Demonstrated materials planning experience incorporating the use of production management systems.
- Developed IT competence and PC Skills including Microsoft project.
- Proven ability to meet scheduled deadlines.
- Disciplined and accurate approach to manufacturing processes.
- Advanced written and oral communication skills

### **Qualifications:**

- Minimum HNC qualified in Technical or Business discipline.

### **Key Attributes:**

- Positive and energetic disposition.
  - Self-driven for progressive and continued learning and development.
  - Keen to accept responsibility and accountability.
  - Committed to achieving project and company goals.
  - Good team working skills and work ethic
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