

VACANCY

Job title : Material and Production Planner

Location: Southampton (Primerdesign)

Closing date : 23rd April 2019

Job Summary

The material and production planner role focus on purchasing and maintaining visibility on in bound stock and material levels. The role involves leading the processes of stock control, manufacture scheduling to meet demands of sales orders from customers.

Working within Sage 200 manufacturing, you will formulate production and capacity plans, releasing and scheduling the orders with the individual Production teams.

The role will involve working very closely with the production manager, QC manager, dispatch manager and customer care manager to ensure orders are fulfilled in a timely manner to meet customer demands and ensuring stock of top selling products.

This role will involve knowledge of ISO13485 and assessing manufacturing compliance to this standard.

Main duties and responsibilities

- Plan and prioritise operations
- Develop planning models to assist in the creation of work schedules, maintain the production schedules to match our order book and internal demands.
- Maximise production schedules to achieve improvements in production efficiency
- Determine resource, equipment and raw materials required to cover demand working with Lab manager.
- Sage 200 System administration and maintenance
- Liaise daily with Production regarding monthly/weekly/daily plans to ensure they are current and reflect any and all constraints.
- Prioritisation of departmental workloads to ensure customer expectations are achieved.
- Hands on kitting / packing as required to achieve targets
- Maintain KPI's to ensure business objectives are met.

- Cycle Count control & responsibility
- Obsolete stock maintenance & Provision actions
- Prepare and issue status and performance reports
- Attend and participate in Sales & Operations planning meetings and purchasing/supply review.
- Participate in planning and implementation of new manufacturing capabilities.
- Overall responsibility for stock control and ensuring stock is kept to an appropriate level.
- Purchasing components required for manufacturing, ensuring all costs are within budget.
- Ensure manufacturing processes & procedures are compliant to ISO13485, suggest improvements and help implement these.

Qualifications and experience required

- Proven experience as a production planner in a manufacturing environment
- Proven experience of using Sage 200 or a similar MRP system
- Working knowledge of MS Office
- Strong organisational and problem-solving skills
- Excellent communication
- Demonstrates a positive attitude
- Able to work within a Team environment

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail Kay Campbell, HR kay.campbell@novacyt.com