

VACANCY

Job title: Production Planner

Location: Southampton

We are Novacyt, a rapidly growing diagnostics group specialising in infectious diseases. We have a number of successful brands and serve a large global customer base, from hospitals to large corporates.

Primerdesign, part of the Novacyt Group, is a leading provider of RT PCR solutions. We have thousands of happy customers based across the globe and have a real ambition to drive our business forward and achieve even more. We have delivered exceptional products to combat formidable challenges. We developed the world's first swine flu detection kit, played an important part in uncovering the UK's horse meat scandal and are currently producing high-performing detection kits to support the fight against COVID-19.

We're now looking for a Production Planner to join our team on a full-time basis working 37.5 hours per week.

Job Summary

Primerdesign is seeking an enthusiastic and organised Production Planner, who is looking for an opportunity to work within a fast-growing biotech business. We are experts in real-time PCR, a molecular biology technique for detecting the presence of DNA and quantifying it. We have customers in many different industries including academia, research, healthcare, food industry and the veterinary industry selling to over 100 countries worldwide.

This role will be responsible for generating a weekly production plan, based on manufacturing capacity and sales demand, ensuring manufacture is completed on time. In addition to working with the Production team, the role will work alongside the operations and customer care teams to ensure a realistic schedule is in place and executed.

Main Duties and Responsibilities

- Take the Demand Plan produced by the Supply Chain Manager and produce a detailed, weekly manufacturing plan for all products including RUO that the Production Manager and Materials Coordinator can work to
- Communicate the manufacturing plan and schedule adherence to plan to all relevant departments including Procurement, Supply Chain, Production, Quality Control and Dispatch Teams
- Align all departments in the order book meetings to ensure customer orders are shipped within agreed promised dates
- Produce and maintain a suite of metrics to monitor production performance against the manufacturing plan
- Be the point of contact between Customer Care and Manufacturing teams to communicate progress of orders and schedule changes
- Monitor production processes and adjust schedules as required based on manufacturing capacity and availability of raw materials. Report any problems to the Production Manager
- Understand process stages and pre-requisites to manufacture. Plan these activities in advance of manufacture to ensure efficient running of the labs

- Work with Materials Coordinator to ensure scheduling is accurate based on planned deliveries of raw materials
- Ensure production time is planned efficiently and reduce “time loss” where possible. Seek out opportunities to increase efficiency of manufacturing processes through continuous improvement
- Ensure raw material waste is kept to a minimum through efficient planning
- Work closely with Production Coordinator and Production Supervisors to ensure the manufacturing plan is executed as planned
- Help select, install, and maintain appropriate demand planning and capacity planning software for the business. Ensure data is validated frequently
- Deputise when required for the Supply Chain Manager, support the upkeep of the Demand Plan and ensure Supply Chain Processes are being adhered to

Qualifications and Experience Required

- Excellent general level of computer literacy including MS Excel and Outlook
- Familiarity with ERP systems such as SAGE is desirable
- Previous experience in a scheduling/planning/material coordinating role is required and experience within supply chain/manufacturing is essential
- Proactive and flexible team player with strong interpersonal and communication skills
- Good attention to detail is essential
- Ability to problem solve and adapt at short notice
- Can work to and deliver against tight deadlines
- Can remain calm, can perform, and can succeed in high pressure situations
- An optimistic and helpful attitude with a desire to getting tasks completed to schedule essential

The Benefits

- Competitive salary
- 25 days’ annual leave
- Ability to buy and sell annual leave
- Cycle to work scheme
- Refer a friend scheme
- Life assurance
- Private medical insurance
- Group pension scheme

It’s an exciting time to join our team as we are making huge leaps in the fight against COVID-19 and have recently been awarded a Breakthrough of the Year award at the European Mediscience Awards 2020. We are the best in the world at what we do. If you are looking to learn, grow and succeed as part of a passionate team who are eager to make a difference, we want to hear from you.

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail recruitment@novacyt.com