



Job Description

Job title: Planning Assistant

Location: Havant

Department: Supply Chain

Reports to: Manufacturing Planning Manager

Main Purpose of Job

To maintain the Master Production Schedule (MPS), give dates for Sales Orders, maintain planning parameters and co-ordinate the implementation of ECRs

Main Functions and Responsibilities

- Continuously update the master schedule to satisfy customer demand, maintaining stability in terms of material and capacity requirements and minimising raw materials and WIP inventory levels
 - Maintain and review the rough cut capacity plan to evaluate the impact of the master production schedule on critical resources. Feedback any capacity constraints into the planning and Sales Orders processes
 - Monitor material supply with the Purchasing department and Production Control and ensure that any potential delays are fed back to Sales Order Processing and reflected in the plan
 - Implement, control & manage an ECR tracking system to ensure the smooth transition of ECRs into the factory and minimising the resultant scrap
 - Ensure all MFG/PRO Item (Planning and Inventory) Data is accurately maintained in relation to kanban levels, product exit and NPI activity
 - Collate the data required to support product exit documentation e.g. excess unique inventory value and potential build out quantities. Drive the coordination between purchasing and manufacturing engineering to close the supply chain ensuring minimal excess and obsolescence on unique materials
 - Identify and drive continuous improvement initiatives aimed at improving planning and material processes
 - Create and maintain procedures that are consistent with the company's ISO 9001:2000 quality standard
 - Any other key project work as required by management
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Qualifications / Knowledge / Experience

Skills and Qualifications

Essential:

- GCSE Maths and English (or equivalent)
- A self motivated team player, able to operate with the minimum of supervision and communicate clearly with employees at all levels
- A proven ability to effect change, with passion and commitment to inspire others to work towards a common plan, achieving tangible results
- Able to contribute to developing operations and other aspects of the business
- Good knowledge of ERP systems, particularly MRPII



Experience

Essential:

- Progressive experience (typically 3-4 years) in a materials or production control role in a lean assembly/test environment, including kanban supply

Desirable:

- Experience of MFG/PRO
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Contacts

Internal

- Manufacturing Manager & Team Leaders
 - Sales Order Processing
 - Sales
 - Product Management
 - Purchasing
 - Manufacturing Engineering & R&D (new product introduction & engineering change)
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Performance Standards

- Achieve mutually agreed objectives, standards and dates
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To apply please forward your CV, covering note and salary details to Laura.Powell@snellgroup.com