

Production Planning Specialist

Location: Alfreton, Derbyshire, DE55 7JR

Salary: Competitive, DOE + Benefits!

Benefits: Pension Scheme, 23 days holiday (plus statutory) per annum, Life Insurance, Employee Assistance Programme Profit Related Pay, Auto enrol Pension Scheme

Contract: Full time, Permanent

Hours: 37.5 Monday to Friday

We are Autochair and we are recruiting!

We are the UK-based leader in manufacturing vehicle adaptations for people with mobility challenges. With a strong focus on innovation and quality, we produce disability lift hoists and related components, empowering individuals with independence and freedom!

We are proud of our fast-paced and dynamic manufacturing environment, where customer satisfaction and continuous improvement are at the heart of everything we do.

We are now recruiting for a Production Planning Specialist to join our Supply Chain team.

The Role

- Review and action MRP recommendations to release Production Orders required to enable OTIF across product range.
- Input into item parameter and BOM changes based on commodity knowledge. Facilitate and maximise efficiency whilst maintaining integrity and excellence.
- Work with Production to plan capacity and schedule work into Production
- Prepare sales order data to facilitate the management of sales orders
- Manage daily orders through the production process
- Work closely with Sales to communicate any impact on fulfilment date where stock is not available
- Facilitate the resolution of issues and potential blockages within the Production Process to achieve OTIF
- Ensure that all sales orders are shipped and invoiced on the day that they are despatched
- Work with Production Planning Analyst to ensure that production is forward planned, agreed, and actioned
- Own documentation relating to Production Planning activities. Develop, document, and maintain a thorough set of Process Instructions, Standard Operating Procedures, and Work Instructions encompassing activities conducted within sphere of responsibility
- Provide input into process improvements across the E2E business

The Person

- Detailed understanding of manufacturing and production processes
- Strong ownership and influencing skills – required to work across a wide stakeholder group
- Minimum of 2 years of experience in supply chain management within the manufacturing industry
- Good problem-solving skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Dynamics
- Proficient in Excel
- Demonstrable capability in handling multiple priorities in a fast-paced environment
- Detail-oriented and tenacious
- Strong organisational skills